

# Macromedia Dreamweaver MX

## User Manual

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# Dreamweaver MX



Dreamweaver MX contains a wide variety of new features. Dreamweaver MX also now includes all of the application-development features of Dreamweaver UltraDev 4. This makes Dreamweaver MX an ideal web site creation tool for the beginner and expert alike.

The new elements of Dreamweaver MX necessitated a new layout structure for the programmes. Gone are the floating palettes and you now can access to tools that were hidden in earlier versions of the programme.

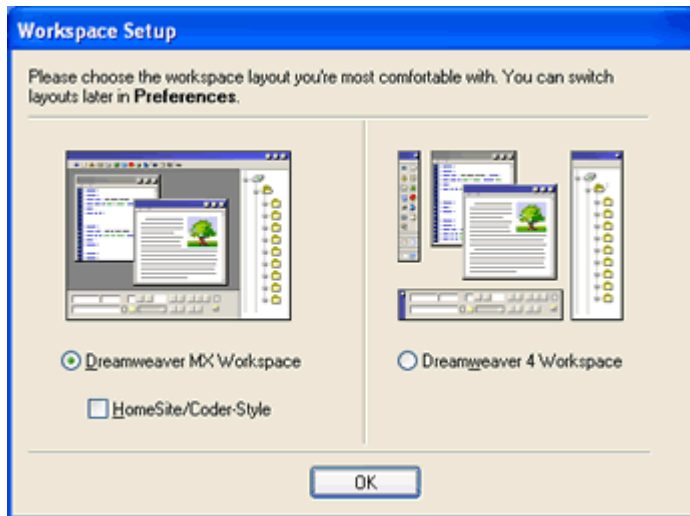
The old style Dreamweaver 4 workspace is still available to those who prefer it, but that too has had to change to accommodate the new tools included in Dreamweaver MX.

This tutorial is aimed at the beginner and barely scratches the surface of the possibilities for web site creation using Dreamweaver MX.

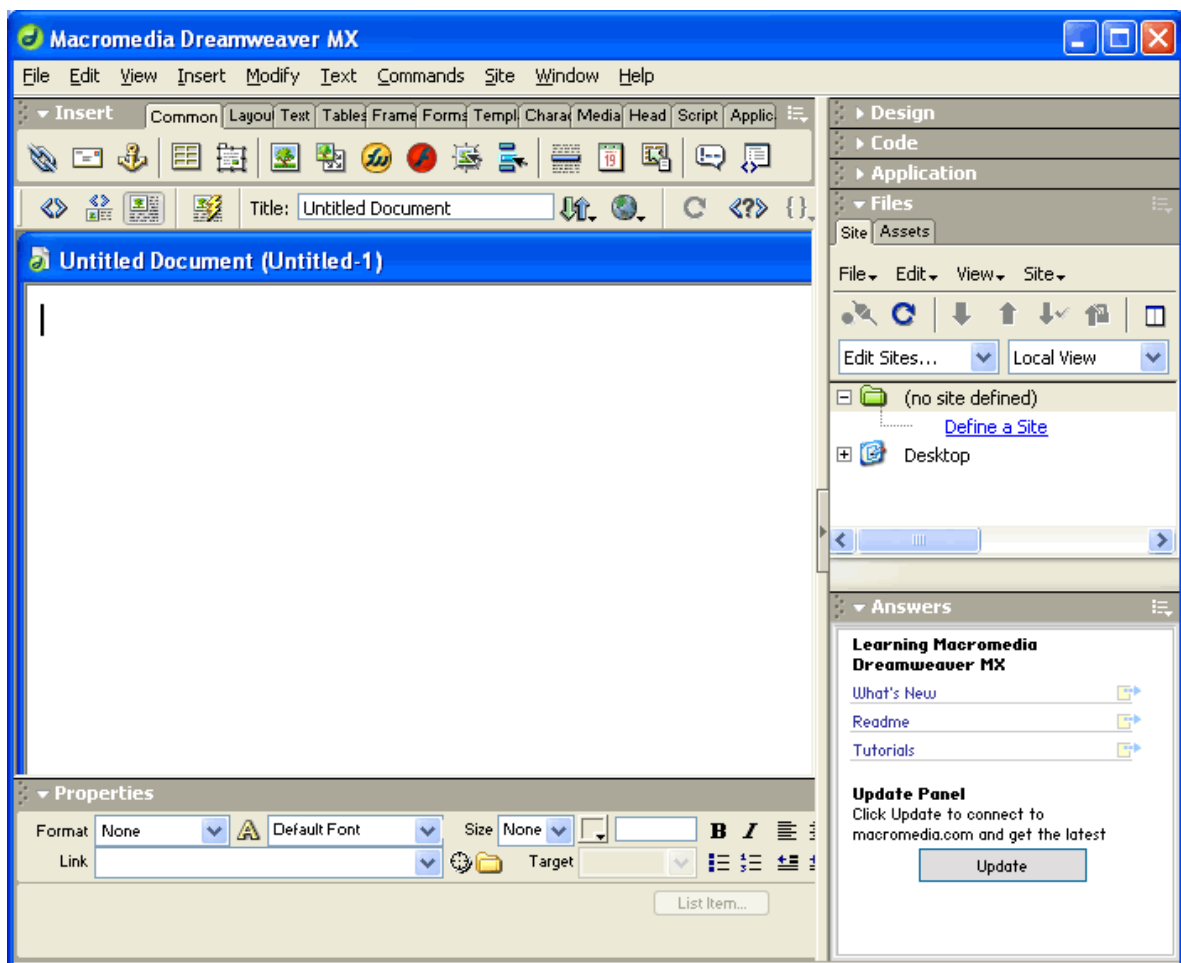
There are many online support forums and tutorial sites dedicated to Dreamweaver and first port of call for those wishing to find out more should be the Dreamweaver online forums accessible through the Dreamweaver section of the Macromedia web site.

# Launching Dreamweaver MX

When launching Dreamweaver MX for the first time you are presented with the following option

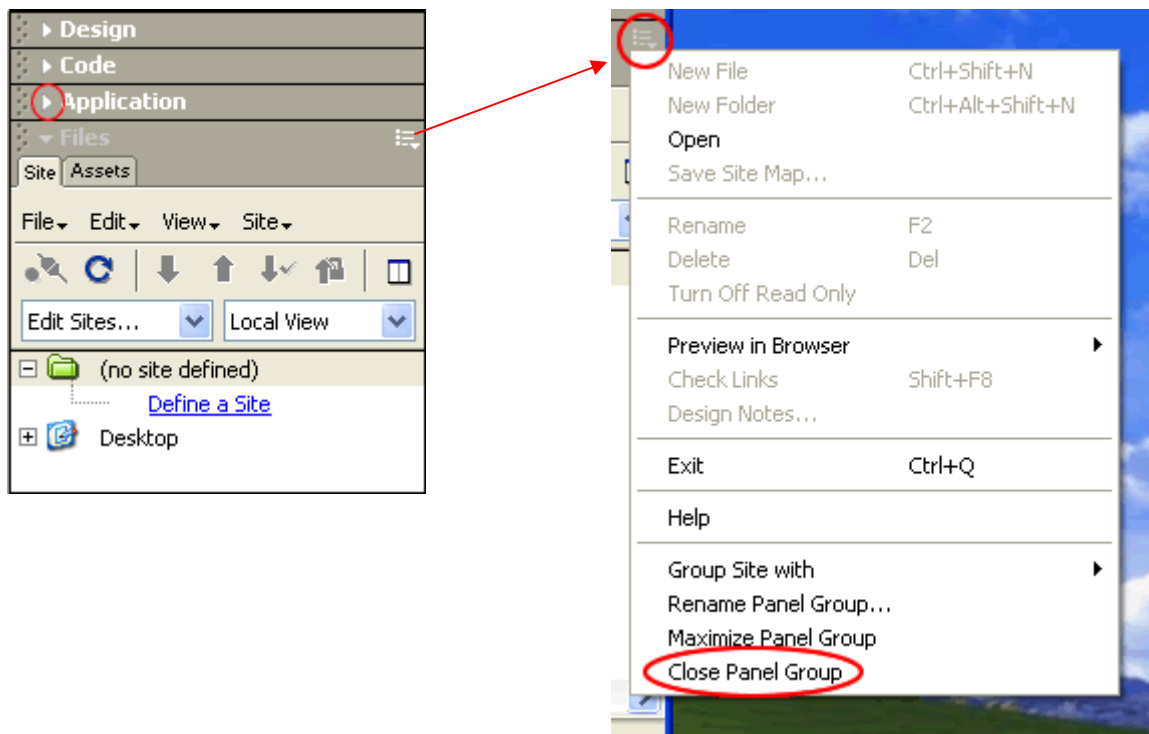


For the purposes of this tutorial we select the *Dreamweaver MX Workspace*.



The workspace layout of Dreamweaver MX differs from earlier versions of the programme. The floating panels are now docked to the bottom and right of the screen.

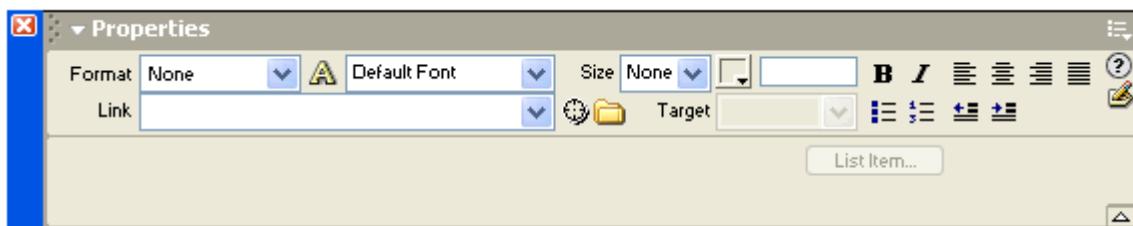
The panels on the right are collapsible. Clicking on the triangle symbol to the left of the panel name will either expand or collapse that menu.



All palettes can be closed by clicking on the small **menu icon** to the right of the palette name and then selecting **Close Panel Group** from the menu. As the panels can be minimised there is no need to close any of the panels.

For the purposes of this tutorial we will focus on the **Files** panel only.

The **Properties** palette has not changed much in appearance from Dreamweaver 4. It will play a very important part in the development of your web pages and should be left open.



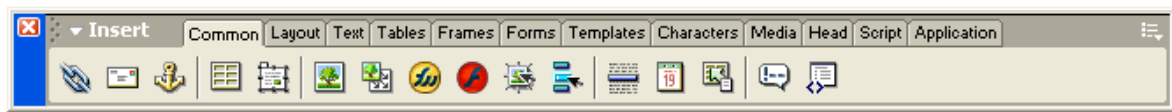
## The Properties Panel

The **Properties** panel can be expanded in the same way as panels on the right. The default state of the panel is the expanded state. The bottom portion of the panel appears blank initially but as more elements are added to your web page the relevant property boxes will appear.

On the bottom right hand corner of the **Properties** palette there is an inverted triangle. To toggle between the expanded/collapsed states of the Properties panel click on this triangle.

## The Common Objects Toolbar

Earlier versions of Dreamweaver had an Objects panel. This panel is now embedded as a toolbar at the top of the Dreamweaver workspace. It forms part of a tabbed toolbar which enables the user insert many elements into the web page. We will use the **Common** tab only.



# Defining a Project

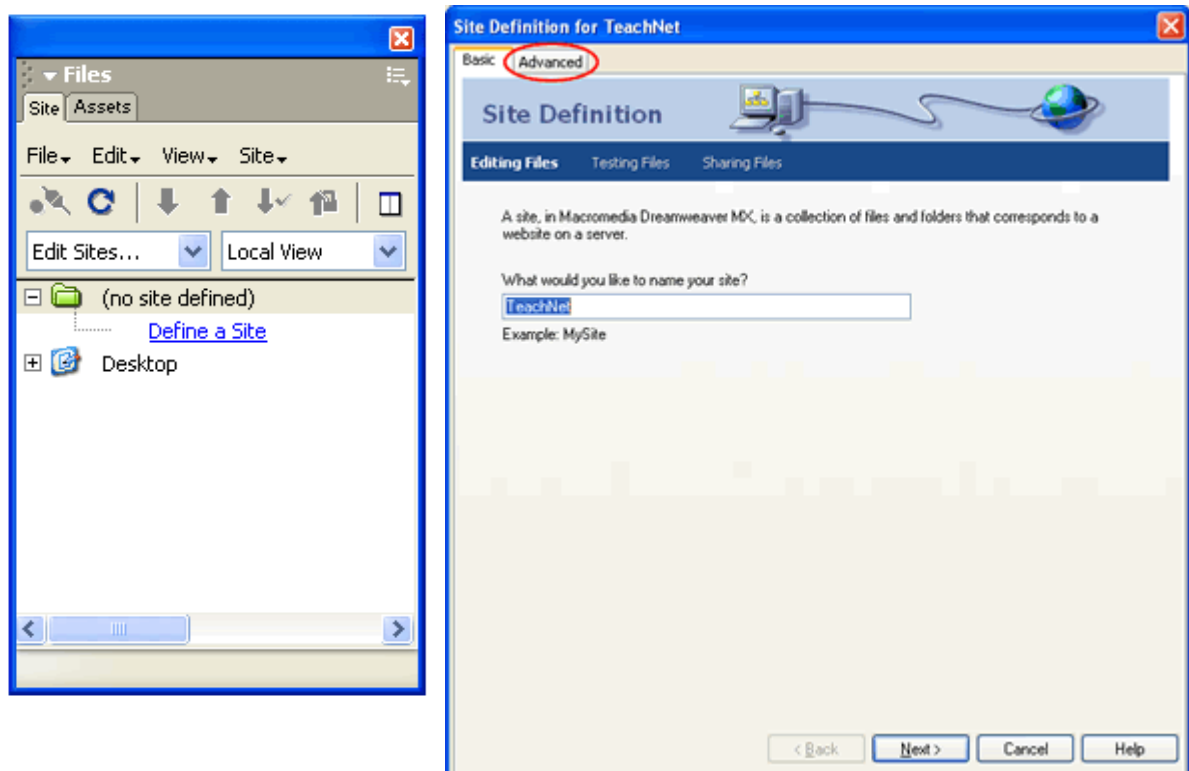
We define the project to ensure that all the elements of our site are kept in the correct folder/s. It is not absolutely necessary to define a project but it is good practice and as the site becomes larger and as images especially are included on the site, it is important that all files are kept in a central location for the site to work properly.

**Dreamweaver MX** helps in this process only when it has a project defined.

We will create a folder **dreamweaver** as our *Root Folder*. This folder will contain the images and other items we will be using on our page. It will also be the first “port of call” for Dreamweaver when looking for files and when referring to our Project. If we use a file which rests outside the root folder Dreamweaver will prompt us to copy it to this folder. The name of the folder has no effect on the working of your web site but should make some reference the current project. It is good practice to plan your web pages before attempting to create them. Part of this planning should be the collection or creation of the image files you intend using. Store these in your **dreamweaver** folder. It is a good idea to create a sub-folder for the images. This helps avoid the confusion sometimes caused by having image files of a name similar to html files.

Any other relevant files should be placed in the folder as part of the planning process.

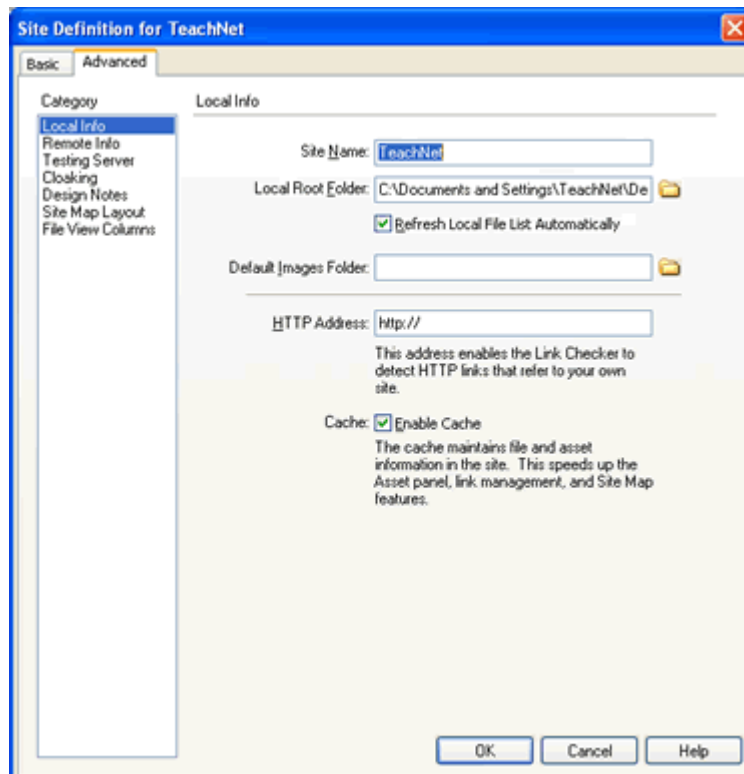
To define the project, click on **Define a Site** in the **Site** tab of the **Files** panel.



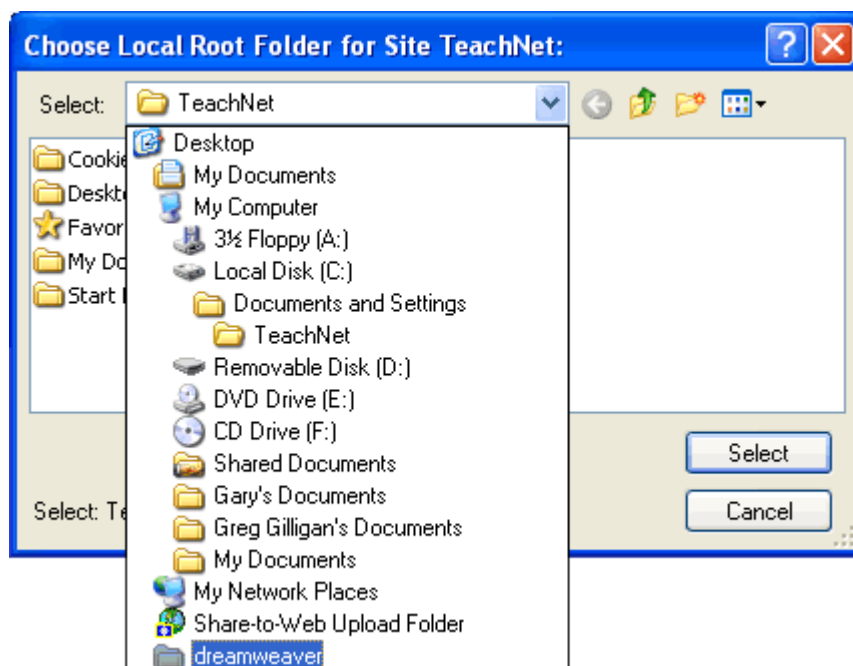
The **Site Definition** wizard opens by default. Enter a name for your site. The name you select should reflect the purpose of the site. As with the folder name selected earlier, this will have no effect on the final site and is only a descriptor used within Dreamweaver. It is possible to define multiple sites in Dreamweaver and the site names help you differentiate between projects.

After entering the name of your site, we will switch to the **Advanced Site Definition** window. The **Wizard** asks a series of questions, each in a new window. While the **Advanced** window has many more options for defining a site, we only need concern ourselves with the basics of the site name and the location of the site or **Local Root Folder**.

The **Site Name** will appear as entered on the pervious window. This can be anything to describe your site. It will not appear on the Internet, it is simply there to help Dreamweaver recognise the project and all associated files when you are working on your site. It also enables Dreamweaver keep track of different projects and remembering the settings for each.



The name and position of the folder, the **Local Root Folder**, into which you have placed all the relevant files needed to develop and publish your site. It is important to note that while defining a site helps reduce the possibility of files being "lost" in the transfer from your computer to the web server, you should make every effort to ensure you have your files stored in a single folder for the purpose of creating your web site before you begin work.



Once these two basic pieces of information are in place, click **OK**. We have now defined our site and can progress to the next stage and begin work on our first web page.

# Creating a Basic Web Page

Using a software package such as Dreamweaver to create web pages eliminates the need to know *HTML* coding, but it is handy to have a basic understanding of some of the terms used when writing *HTML* code as they may pop up when creating our pages.

*HTML* is the language in which most web pages are now written. Like all technology related material it is constantly being updated and changed, but certain elements remain constant and are common to all web pages and web sites.

Web pages are files that have a particular extension, which tell a computer to display them using a web browser.

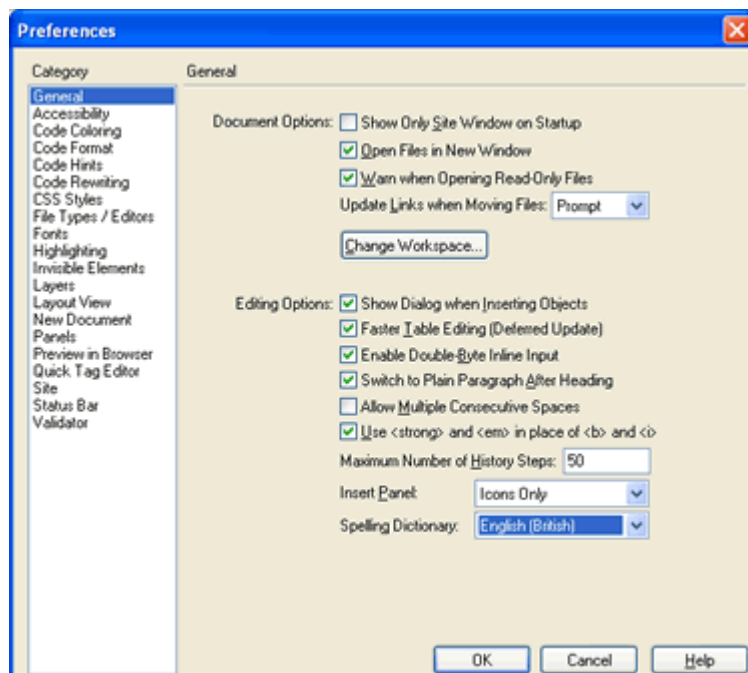
Web pages normally end with either **.htm** or **.html**, which are both equally valid. You must decide at the outset which form you will use and then stick to that for all your web pages. Some web page editors allow you configure the software and you set one or the other as your default file extension. Other software packages such as Microsoft Word automatically uses the **.htm** extension, so if you are using existing web pages, check the file extensions and try and ensure all the pages on your site end with the same extension.

**Dreamweaver 4** allowed you configure the filename extension. This meant you could save files using a single word and the software will automatically add the extension. While this facility is still available in **Dreamweaver MX**, it is such a complex procedure that we will accept the default **.htm** extension.

## Configuring the Dictionary Setting

Choose **Edit** from the workspace menu bar and select **Preferences** at the bottom of the list.

The Preferences dialogue box has a variety of options; the only area of interest to us at the moment is the **General** option at the top of the list on the left.



Select **English (British)** for the dictionary settings  
Click **OK** to close the Preferences dialogue box.



## Giving a Name and Title to your Web Page

All files on a computer must have a name. When creating a word-processing document the computer will always prompt you to give the document a name before closing the file if you want to save it. The same holds true for web pages.

If the word-processing is a story, it will have a title. The title will be something that reflects the story content. "The Children of Lir" for example. When saving the file, there are some general rules, which should be observed.

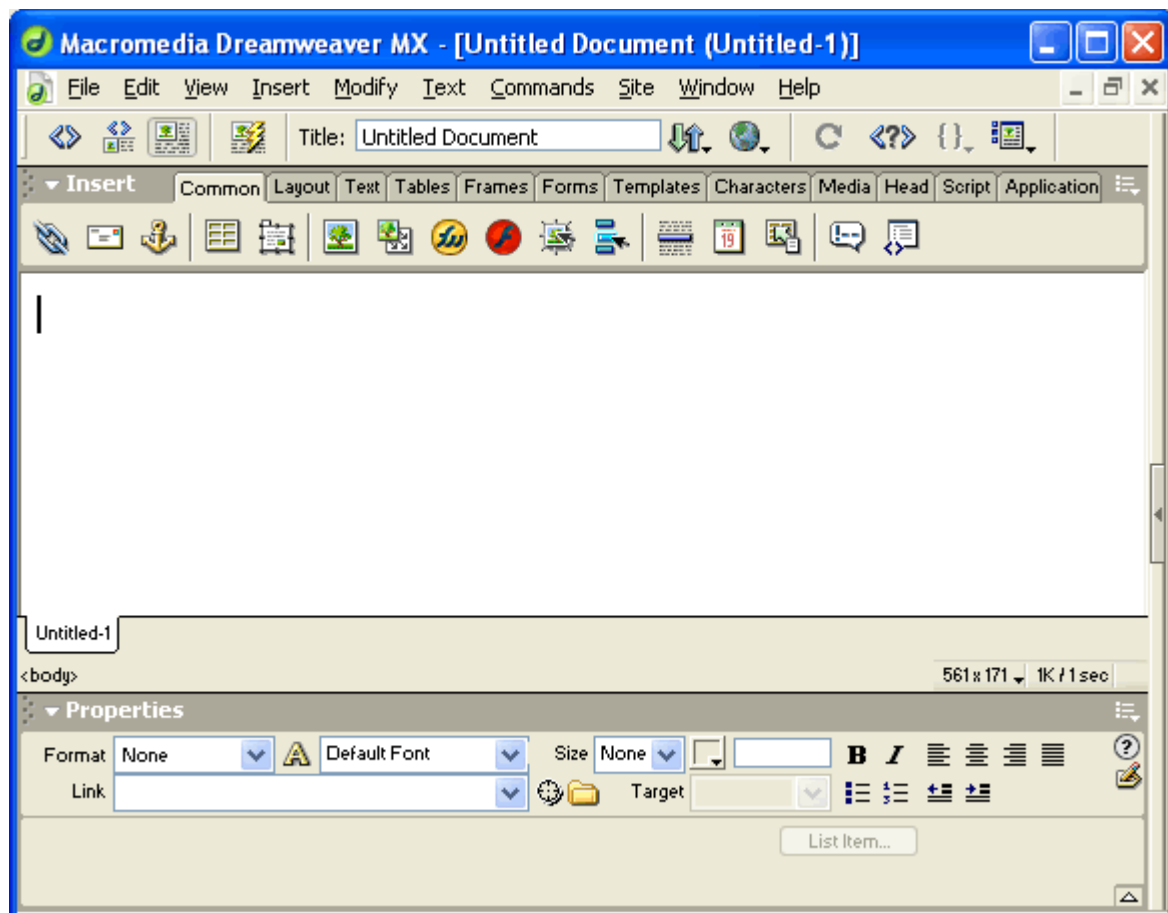
- Filenames should be kept to a single word
- Do not include punctuation or spaces in the file name
- Use lowercase letters only
- No two files can exist in the same folder with the same name

The filename, unlike the title need not reflect the content of the story, though it helps if there is some correlation between the two. In the above example the word *story* could be used as the filename, or if the story were written by a child, *storyjohn* could be used.

So each web page needs a **Title** and **Filename** and it is important to remember the difference between them.

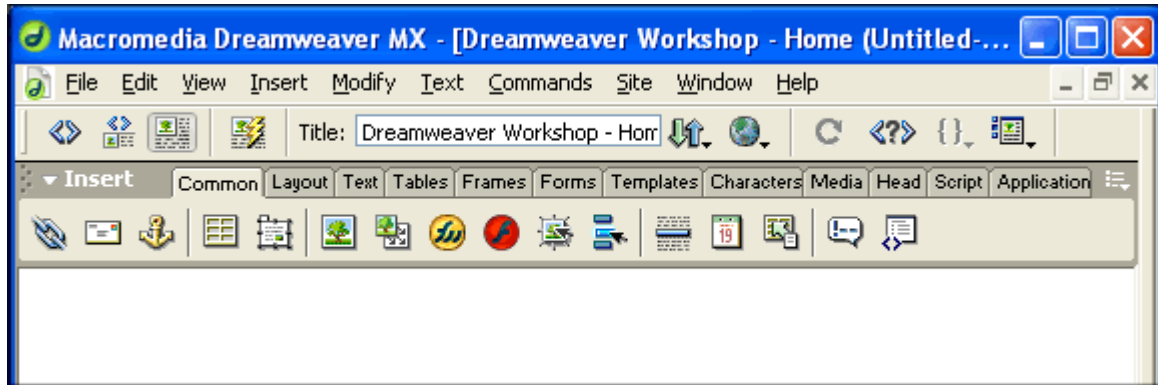
## The Title

Each web page should have a title. This can be entered in the relevant text box on the toolbar at the top of the screen.



The dialogue box places *Untitled Document* in the title text field by default. Type the Title of your page here. It can be a short phrase that describes the content of the page.

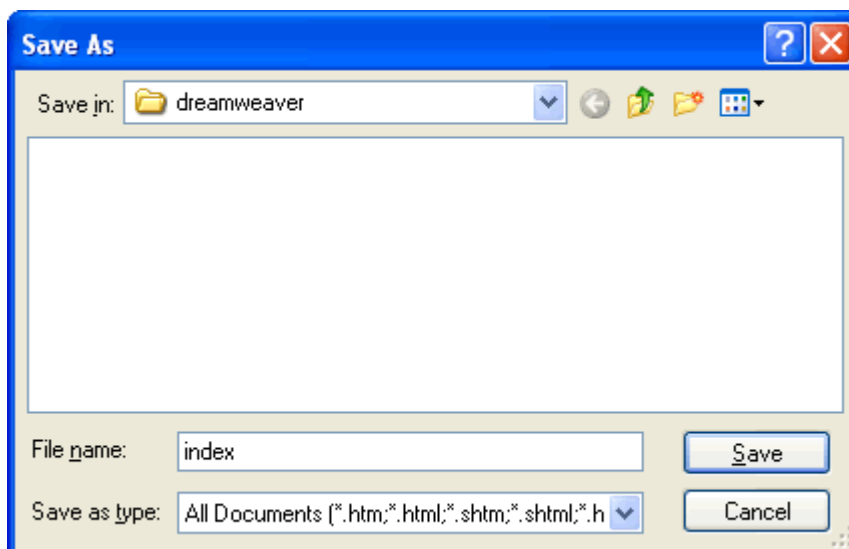
Here the Page Title has changed from Untitled Document to *Dreamweaver Workshop - Home*



The (Untitled 1\*) refers to the fact that the page has yet to be saved.

## The File Name

It is good practice to regularly save files as you work on them.  
To save your file click **File > Save**



As with all Windows applications when first saving a file the **Save As** dialogue box opens. Enter the file name **index** in the File name text box.

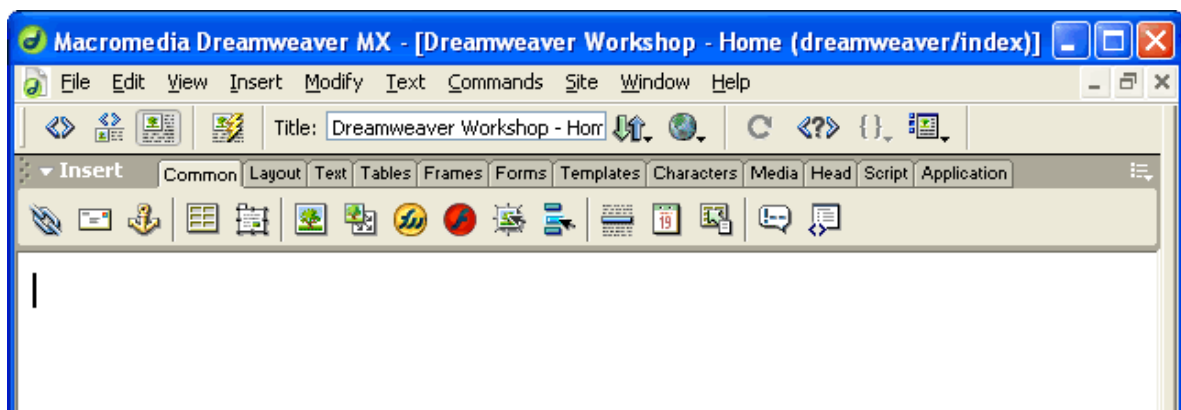
The extension by default is .htm so we do not need to enter that part of the file name.

Make sure you are saving the file to the **Dreamweaver** folder.

The filename should be lowercase, one word and not include any punctuation marks.

Click **Save** when finished.

The title bar should now display the file and folder name.



## Entering Text

The main part of the web site will consist of text passages. These can be typed directly onto the page or can be copied and pasted from other documents.

Formatting of the text follows much the same rules as that of a word processor. As mentioned earlier there are a few instances where HTML coding tends to break through and a very basic knowledge of some simple text formatting terms are needed.

## Simple Text Formatting Tags

HTML *tags* are how the computer interprets how web page elements should appear. The following are the main html text tags.

- Paragraph (standard)
- Heading 1 (largest)
- Heading 2
- Heading 3.....and so on to
- Heading 7 (smallest)

Other common text formatting is very similar to regular word-processing (bold, italics, bullet points etc.) and is controlled using buttons on the Properties window.



The font sizing differs slightly from standard word-processing. As with the Headings, sizes range from 1 to 7. The drop down menu controlling font size lists the following options. The sizes are referred to as either **Absolute** or **Relative** (+/-)

Absolute Values	Approximate Equivalents	
1 (HTML)	8 (point)	
2 (HTML)	10 (point)	
3 (HTML)	12 (point)	Dreamweaver Default
4 (HTML)	14 (point)	
5 (HTML)	18 (point)	
6 (HTML)	24 (point)	
7 (HTML)	36 (point)	

Relative values are very similar to the Absolute Values. The plus and minus signs to indicate how much bigger or smaller the text will be with respect to the default font on the users computer. The computer font size is set when an operating system is installed and it controls the font size in all the applications on the computer. Some computer owners will either increase or decrease the default font size to suit their needs (e.g.: Many Special Educational Needs classes/schools will increase the default computer font for ease of use in the classroom).

**Note:** Regardless of whether Absolute or Relative values are used it is important that there be consistency and the either one or the other is used exclusively throughout the web site.

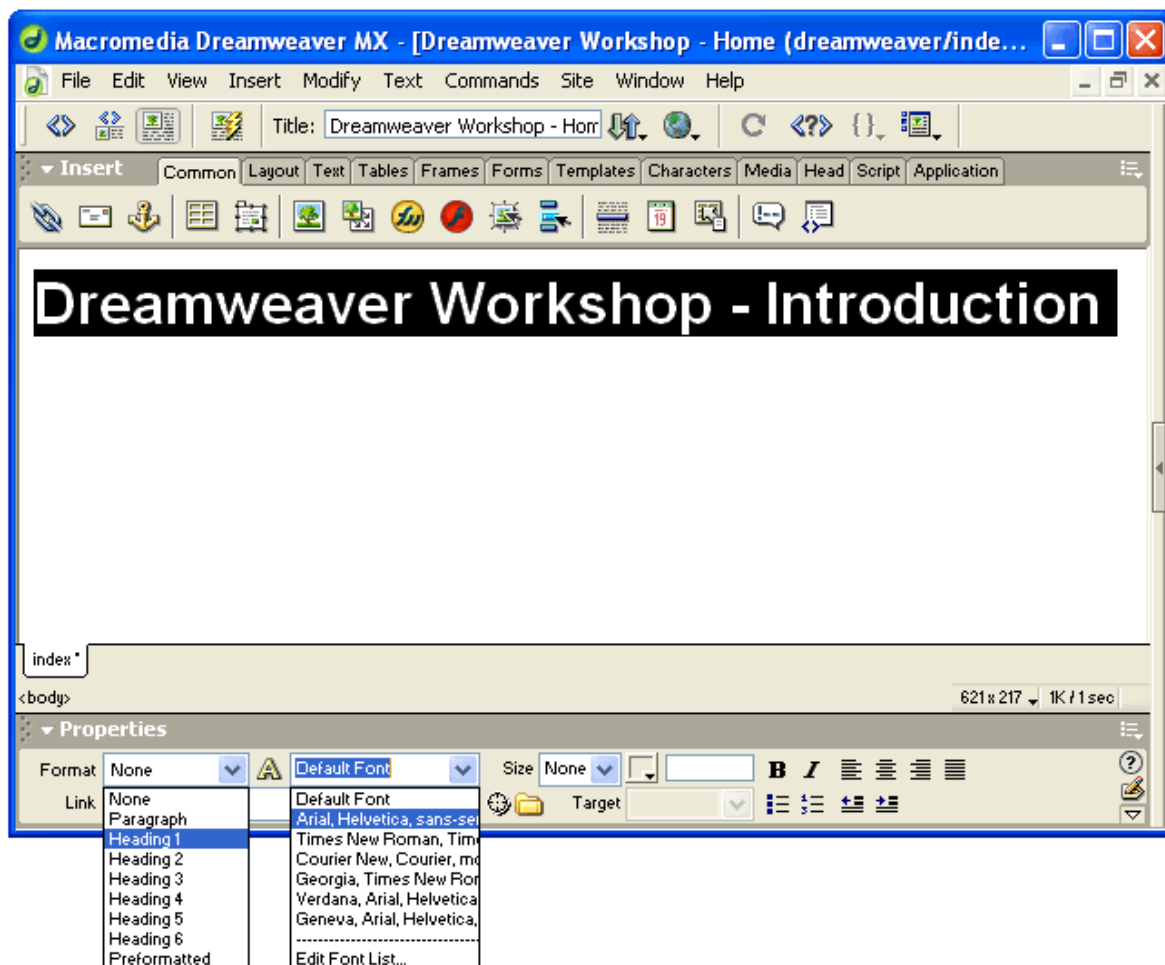
## Page Heading

Type the following on the blank document

### Dreamweaver Workshop - Introduction

To format the text, highlight it by dragging the mouse pointer over the relevant section.  
(Alternatively move the mouse pointer and click so that the flashing insert bar appears within the piece of text)

On the **Properties** window select one of the Heading sizes form the **Format** drop down list.  
Remember Heading 1 is the largest while Heading 7 is the smallest.  
The font face can also be selected.



Here we selected *Heading 1* as the Heading size and Arial, Helvetica, sans-serif as the font face.

*Arial is a windows font and its closest match on the Mac is Helvetica. Where all three fonts are installed on a computer the first font listed takes precedence, if the computer does not have the font installed the second font is then displayed, and so on.*

The size option is controlled by the Heading and the default colour for text is black.

To insert a second line of text click after the word Science and press **Enter**.

Note that the cursor moves down what appears to be two line spaces and that the font face and format are still the same.

The double line spacing is explained as follows:

- Using the **Enter** button to start a new line instructs the software to start not just a new line but also a new paragraph. This is again an area where html coding is most evident. Each paragraph is separated from the next by a blank line.

As it suits our purposes at the moment to have that blank line between the heading and the web page content we can use the **Enter** button. We do not, however, want the text to appear as a heading so we select the text and change the Format to Paragraph on the drop down Format menu. The font face will may return to Default, again select the Arial, Helvetica, sans-serif option to ensure consistency on the page.

The default size for Paragraph font is 3 (approx 12pt).

The word None in the Size text box implies the default size 3 and can be left unchanged.

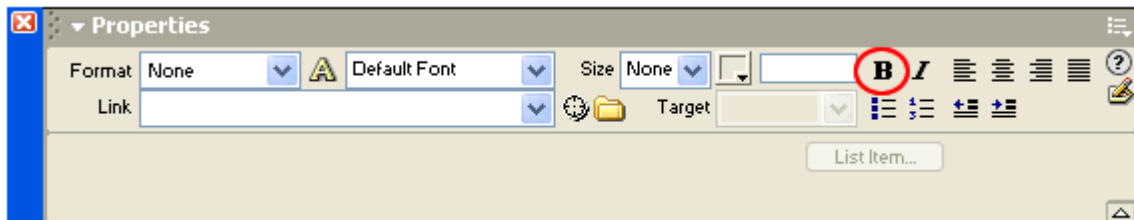
As with the Heading, the absence of a colour again indicates the text will appear as black (the default).

Now type **Working with Macromedia Dreamweaver** but do not press **Enter**.

This phrase will be **Bold**.

Highlight the phrase by clicking and dragging the mouse over the words.

Click on the **Bold** button once.



To begin a new line of text directly under the previous line without the apparent double line spacing, press the **Shift** button, and while holding the button down, press the **Enter** button. The flashing insert bar should now appear directly under the W of Welcome.

Type the following:

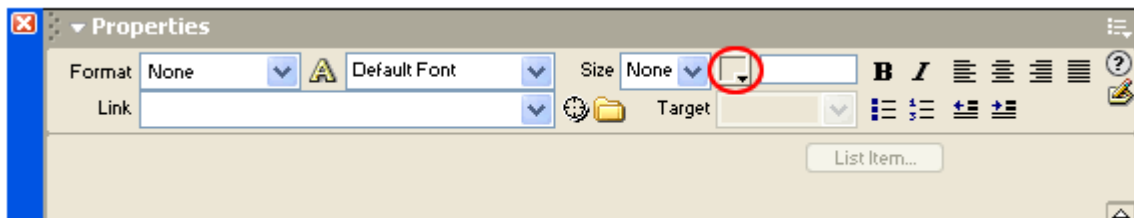
*This is an exercise in working with Macromedia Dreamweaver.*

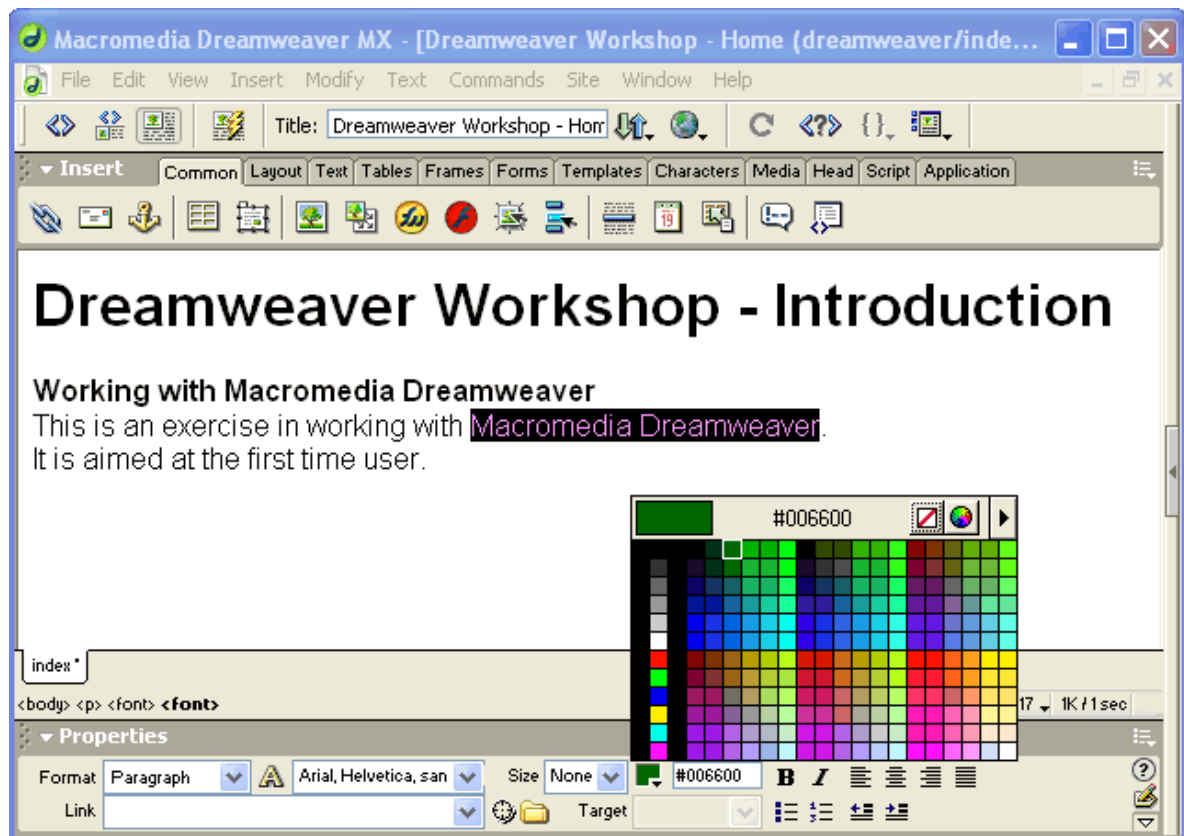
*It is aimed at the first time user.*

We will colour *Macromedia Dreamweaver* dark green.

Select *Macromedia Dreamweaver*.

Click on the colour palette on the **Properties** panel. (The square with the inverted triangle in the bottom right hand corner)





The colour of individual letters within words can be changed in this way also.

To remove a colour, highlight the word or character and click on the white square with the red diagonal line. This resets the colour to the default black.

To view more colours click on the small colour wheel.

The default colour palette is a collection of web safe colours, this means that regardless of the computer type or web browsers, these colours should look the same. The colour wheel allows a much greater colour selection, but these colours may not be web safe and may vary from computer to computer or on different web browsers.

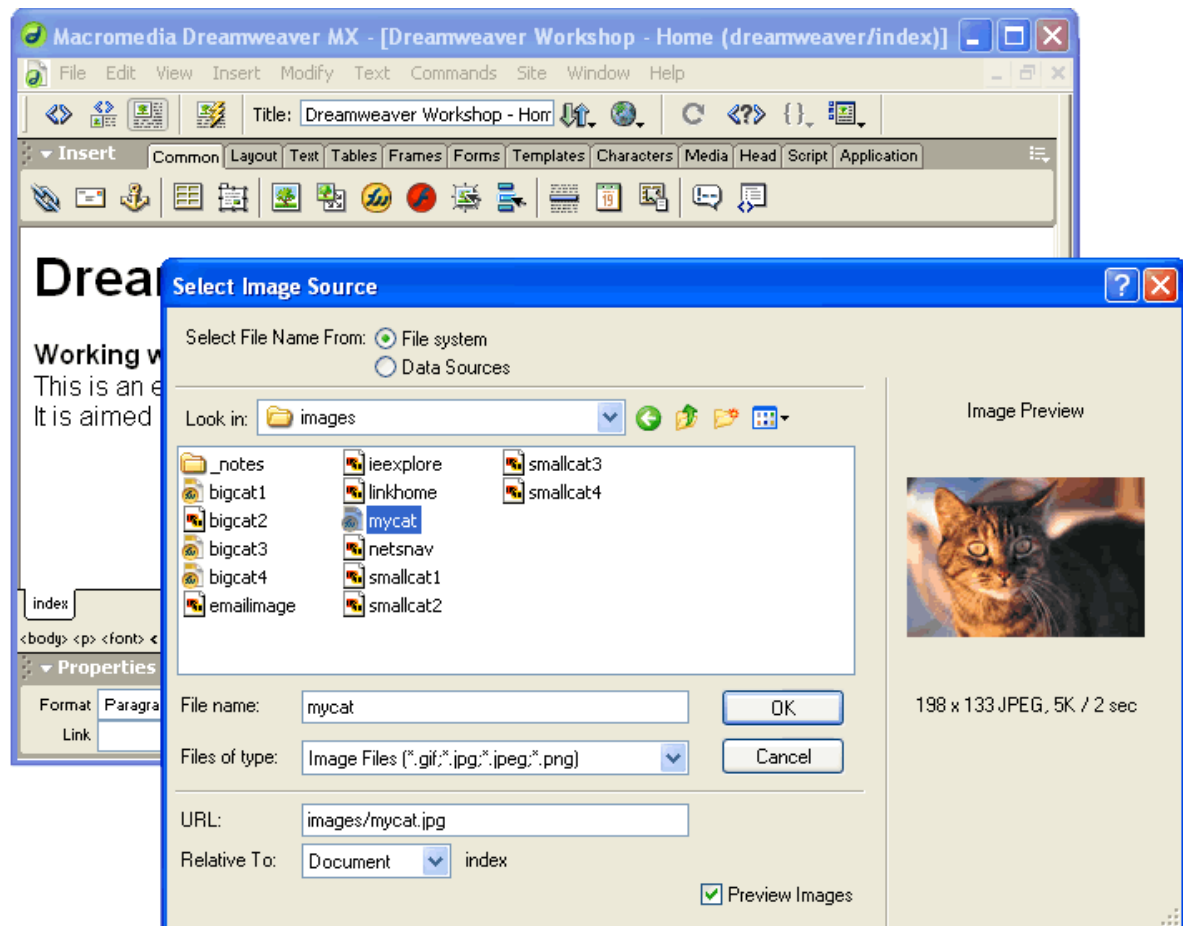
Other font formatting options are available such as alignment, bullet points and indentation.

Remember to save your work regularly, click Save on the File menu.

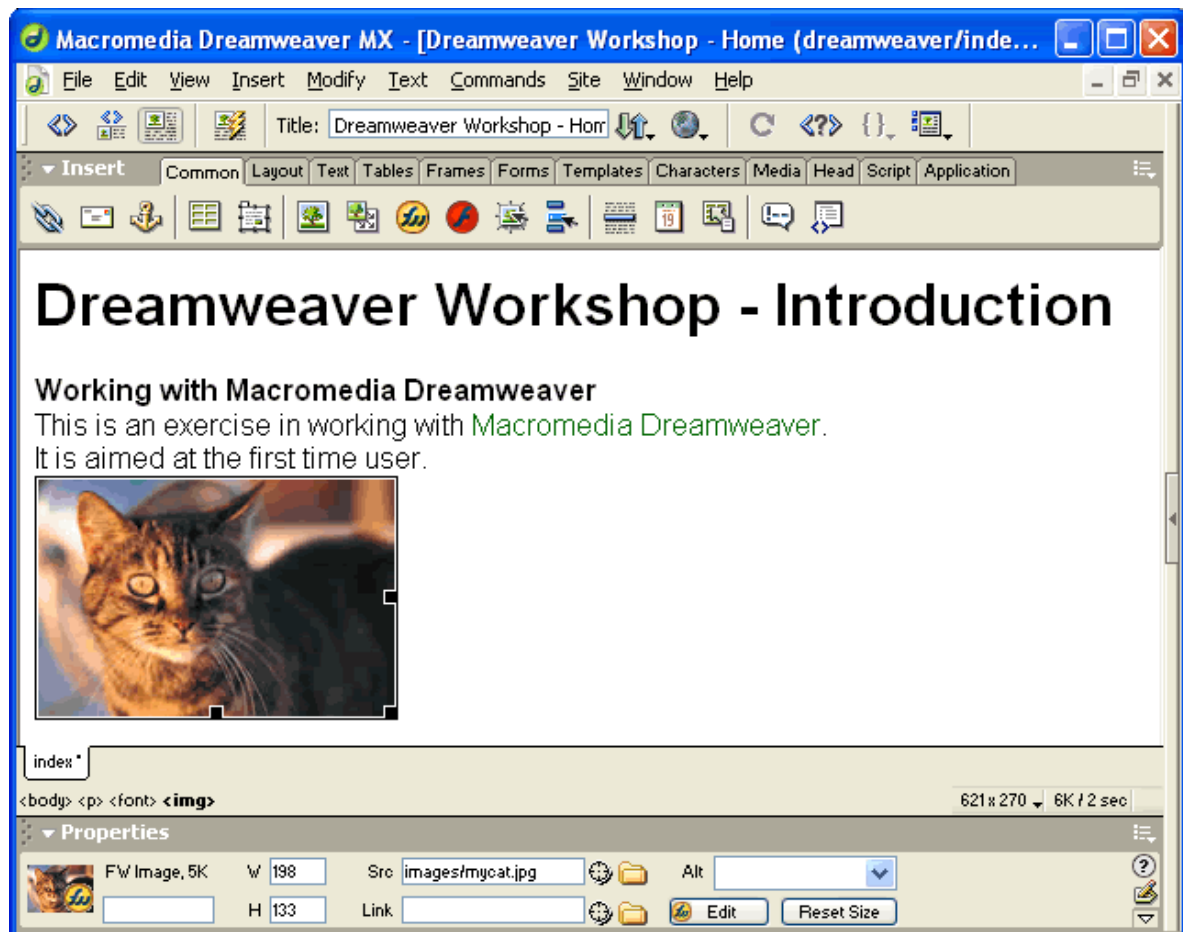
# Inserting Images

The next step in the development of the web page is the insertion of images. The images you wish to display on your web page should have already been saved to your project root folder. As stated they should be either **.gif** or **.jpg** format as these have been optimise for use on the Internet. Other image formats such as **.bmp** are too large for web pages and software specific graphic images such as **image.psp** (Paint Shop Pro) or **image.cdr** (CorelDraw drawing) need the software installed on the computer trying to view the image.

Click on the Insert Image button on the **Insert** toolbar.



Select the correct folder to **Look in** and then select the image *mycat*. The Preview Image option allows you view the image highlighted before it is inserted detailing the image dimensions, format and file size with an estimate of how long it will take for the image to download. Click **OK** when you have decided on the image to be inserted.

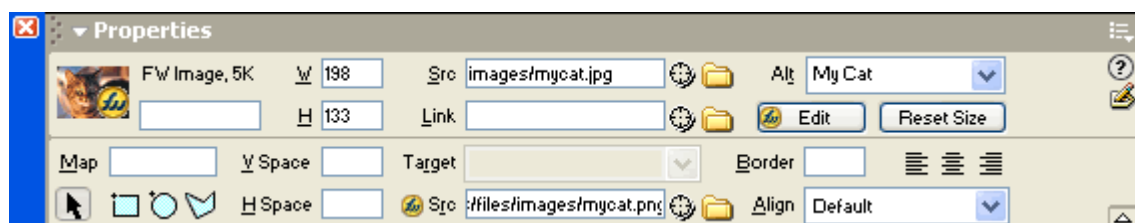


## Image Properties

The image appears on the left of the page and the image properties are displayed in the Properties window.

The image can be resized on the page by clicking on one of the three *handles* on the right and bottom of the image. This resizing stretches or reduces the image dimensions and changes are reflected in the W and H settings. The original dimensions appear as plain text, here 150 and 150. Changes in width and height appear as bold figures say **200** and **250**. The image may appear distorted after the change. To return the image to its original size, click the Refresh button on the Properties window.

To add a border, type a number in the **Border** text box. 1 is a hairline border, the higher the number the heavier the border.



The alignment buttons allow you align the image left, centre or right.

All images on a web page should have Alternative text accompanying them. This is of particular importance to text only browsers or text to speech browsers as used in many Special Educational class situations. The Alternative text or **Alt** text is displayed in place of the image in certain cases. The **Alt** text can be a word or phrase.

The remaining image Property elements controls more advanced options and are not covered in this basic course.



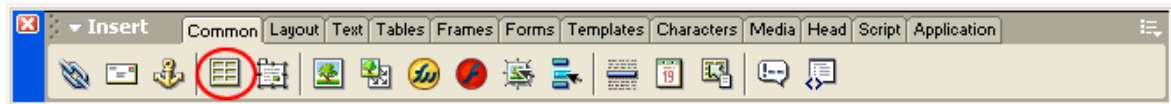
# Using Tables

We have added the two basic web elements to our page, text and graphics. We will now look at how these elements can be aligned on the page.

HTML does not allow tabs or columns on a web page. Tables allow us get around these restrictions and **Dreamweaver** makes the insertion of table relatively simple.

## Basic Tables

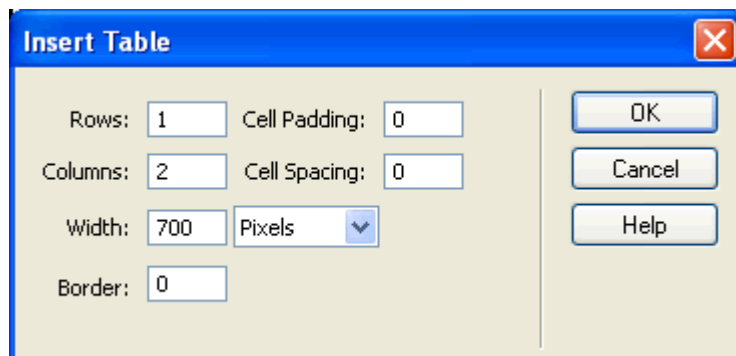
Click on the *Insert Table* button on the **Insert** toolbar.



The insert Table dialogue box allows you configure how the Table will appear. The meaning of Rows and Columns are self-evident. 1 Row by 2 Columns will create a Table of 2 cells 2 across and 1 down.

Cell Padding refers to the amount of space between the cell content and cell wall. Cell Padding of zero means that the cell content will sit flush against the cell wall.

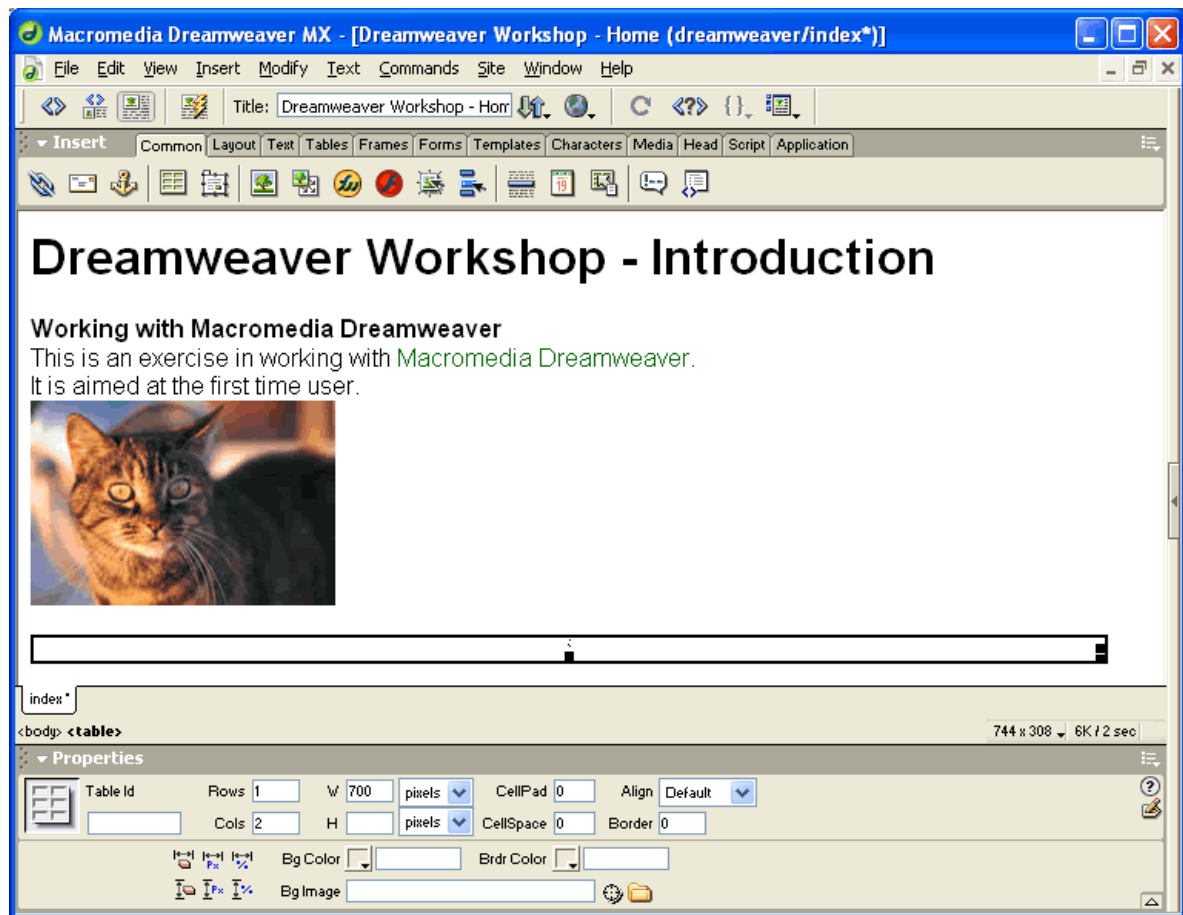
Cell Spacing refers to the space between individual cells. Cell Spacing of zero means that there is in effect one wall between the cells. Increasing the spacing is similar to putting two walls between cells and a cavity between them, the greater the Spacing the wider the cavity.



The table width can be set as either an Absolute value or as a Percentage of the screen size viewing the page. The example shows a table width of 75%. To set this as an absolute value, click on the Width drop down menu and select **pixels**. Remember to change the size, as 75 pixels is too narrow. The standard screen resolution for which most web pages are now written is 800x600,

so setting the width greater than 800 will mean that people viewing the page may need to scroll over and back. Also keep in mind that the scroll bars on the side of the web browser will reduce the width of the screen even further. 700 pixels wide is probably the optimum size for a table filling the browser screen.

The Table Border setting controls the border width. A zero border setting means an invisible table border when displayed on the Internet. Tables appear in Dreamweaver as a dotted outline when the border is set to zero.

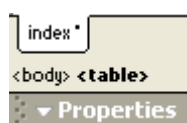


After inserting the table click on the document outside the table and the heavy black outline will disappear and you will be left with the dotted outline of a two cell table. (Remember the dotted outline indicates a border of zero)

Initially the individual cell widths are set to 50% (of the table). In the case of four cells the split would be 25% etc. The cells resize as content is placed within the cell.

Click inside the table and the note that the flashing insert bar appears inside one of the cells.

The bottom left corner of the workspace window displays a number of tags defining the table.



The tags only appear when the flashing insert bar is situated somewhere within the table. If the mouse is clicked outside the table the tags will disappear from the list of tags.

These tags have been visible since we started our project, but until; now we did not have occasion to use them. When working with tables they are very useful in selecting different parts of the table.

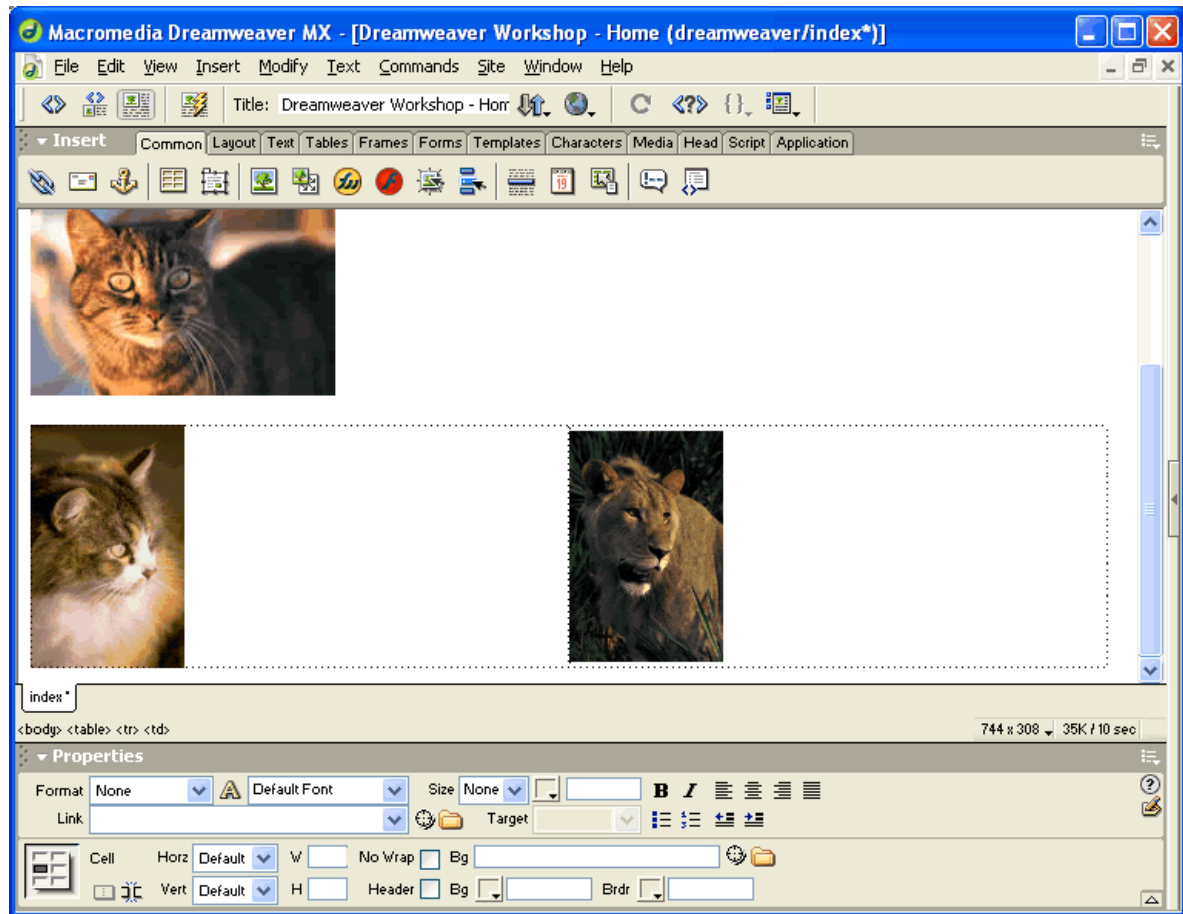
To help understand the role of these tags the following is a brief descriptor of each.

- <table> The table tag for the overall table. Clicking on this will highlight the table outline.
- <tr> The table row tag to highlight the row of cells in which the flashing insert bar is currently sitting.
- <td> The table data tag to highlight the individual cell into which data is placed.

Click on the <table> <tr> <td> tags to view the changes.

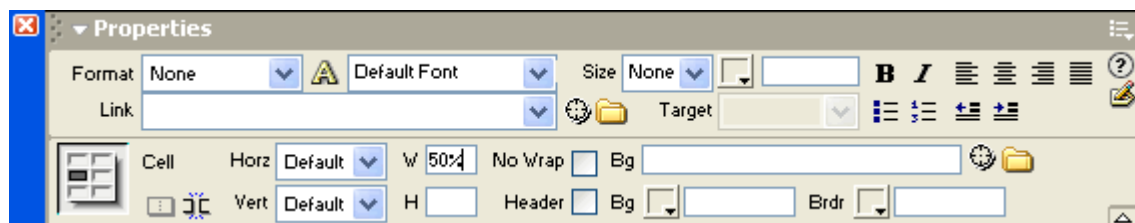
Click inside the first cell and insert an image.

Click on the Insert Image button on the Objects window and then highlight another image from the folder, click Select.



The table height has not been set and is stretching to facilitate the images. It is a good idea to set the width of the cells as the unoccupied cell may seem to disappear when a large image or amount of text is placed in the first cell. What has happened in a case such as this is the second cell has contracted to a width of 1 pixel. This makes it difficult to enter text or an image in the cell. If this happens, click inside the cell with the image. Use the tab key to move to the next cell. The insert bar will appear in the next cell regardless of the width of the cell.

To assign a width to a cell, the cell must be active, that is the flashing insert bar must appear in the cell. Either click inside the cell or use the tab button to move the cursor inside the cell.

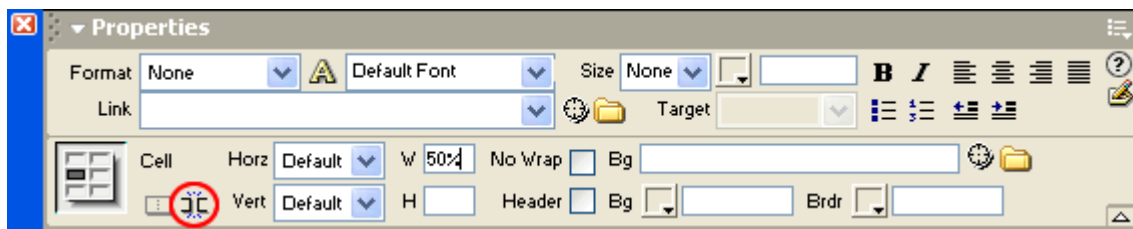


To align the cell contents click inside the cell and click on the **Horz** dropdown menu, selecting the left, centre or right alignment option. Cells are aligned independently of each other where one can be aligned left and the other aligned right.

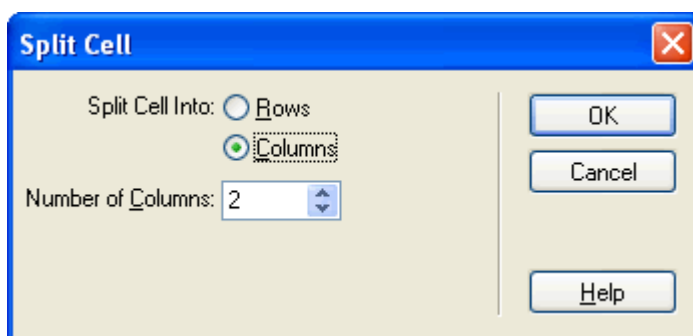
The cell height property is not supported by Netscape Navigator 4 or earlier, so this option is generally not used.

## Managing Tables

It may happen that new cells are required in a table. Dreamweaver allows existing cells be split to create new one.  
Click inside the cell to be split.

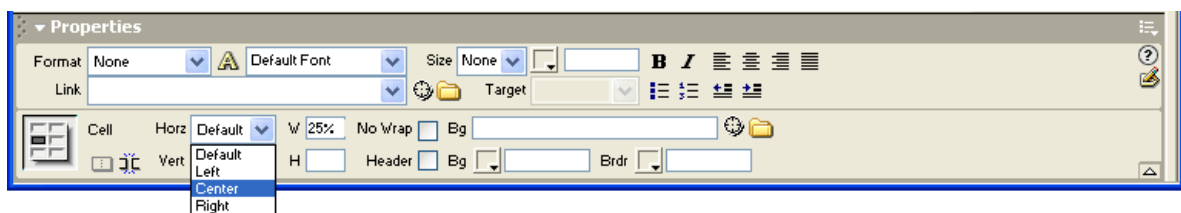


Click on the Split Cells into rows or columns button. In the Split Cell dialogue box select Columns and 2. Click OK



The new cell may not be visible. To view the cell, press the tab button. This places the flashing insert bar in the new cell.

Use the Insert Image button on the Tools palette to insert a third image in this cell and align it to the centre.



Split the last cell as already outlined and insert a fourth image in this cell. You will notice that the width setting for the cell which was set at 50% is now 25% in each of the new cells.

The merging and splitting table cells tool is a very useful when laying out a web page. However, repeated “splitting/merging” will sometimes produce unexpected results. This is due to the underlying html code. As a cell is split or merged, the html code is altered to accommodate the change. As more code is added a conflict may arise when the code becomes too complicated for the browser to interpret properly.

With this in mind cells should be merged or split very sparingly and the layout of a page should be planned using a pen and paper before starting work with programmes like **Dreamweaver MX**.

## Cell Spacing and Alignment

To space the cells evenly each cell can be given either an absolute or relative width.

If the Table has been set at a pixel width easily divisible by the number of cells, this figure can be used. A table of 400 pixels would have four cells of 100 pixels each.

The other option is the relative size. Unlike using relative table width settings, which are relative to screen resolution, the relative cell width settings are calculated as a percentage of the table width not the screen resolution.

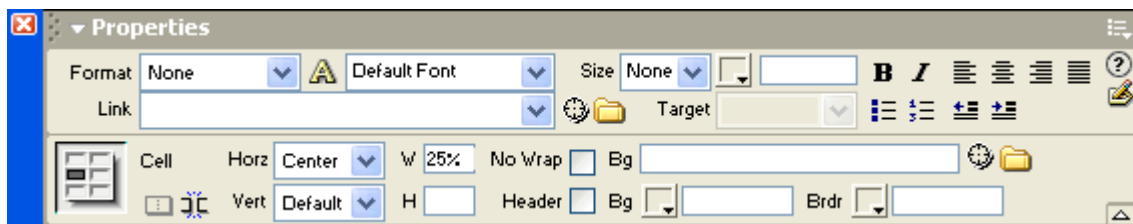
On a screen with a 800x600 resolution, a cell with a 25% width setting in a 600 pixel table will be 150 pixels ( $\frac{1}{4}$  of 600) wide not 200 pixels ( $\frac{1}{4}$  of 800).

To space the images equidistant from each other we will apply a relative cell width. Here we will use the 25% width setting for each cell.

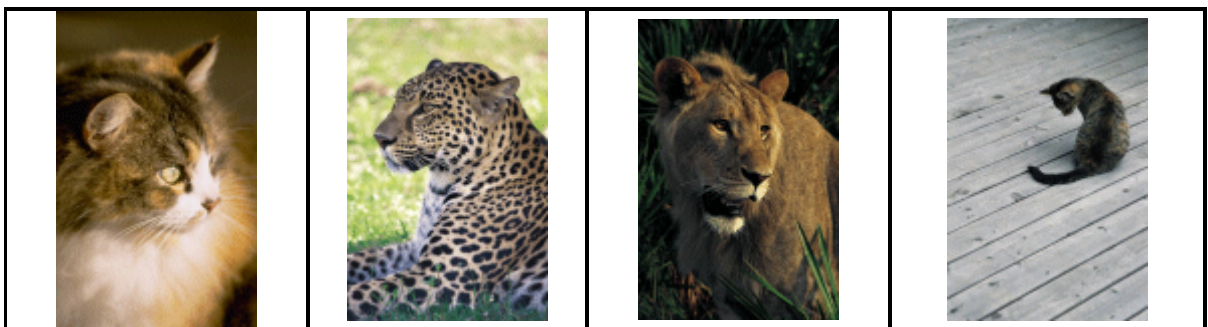
Click on the first image in the table (the image in the cell on the extreme left)

Once selected the three black *handles* appear towards the bottom right of the image and a heavy black border also appears. In the Properties window the cell properties are listed.

In the **W** text box type **25%**. The height of the image will determine the height of the cell and table; the **H** text box can be left blank. Centre the image using the **Center** option from the **Horz** drop down menu.

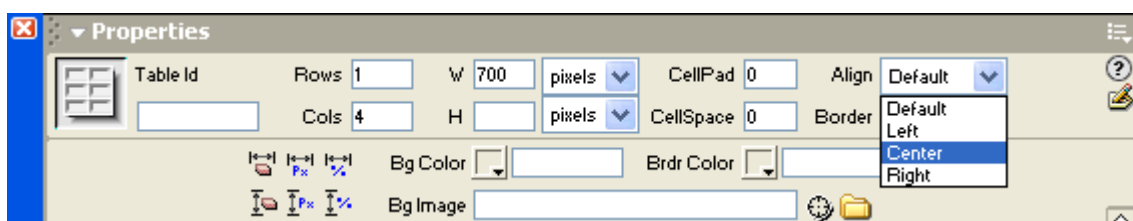


Repeat this for each cell. You will notice that as you click from one cell to the next the cell borders automatically re-size to conform to the new width settings.



(A table border of 1 has been added to highlight the realignment of the images within the table)

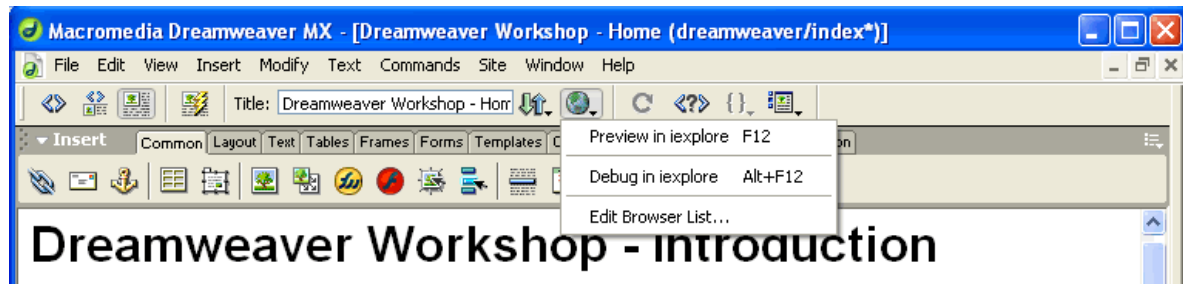
To align the table on your page, select the table by clicking anywhere inside the table and selecting the `<table>` tag at the bottom left of the Dreamweaver window. Once selected, choose the desired alignment from the dropdown **Align** menu on the Properties panel.



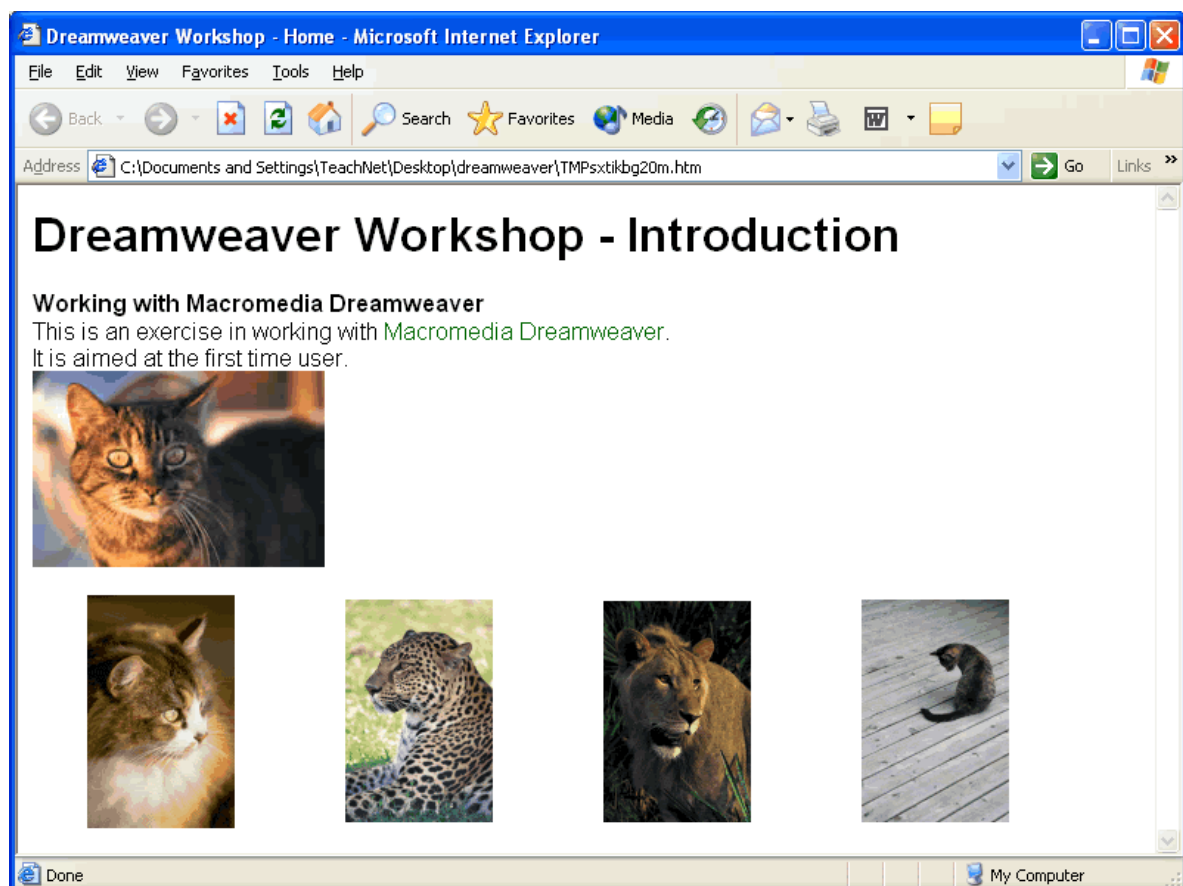
# Previewing/Testing your Web Page

To preview your web page, select your preferred browser from the Preview Button menu. It is good practice to test your pages in the main browsers, as each handle certain html tags in different ways which may affect the final look of your page.

Click the Preview Button to open the page in your browser. A number of options are presented in a drop down menu. Select the Preview option. The browser type listed will depend on whichever is installed on your machine as the primary Internet browser.



The page is now beginning to take shape. When finished viewing the page **CLOSE** the browser window, as this page is only a temporary copy of web page on which you are working.

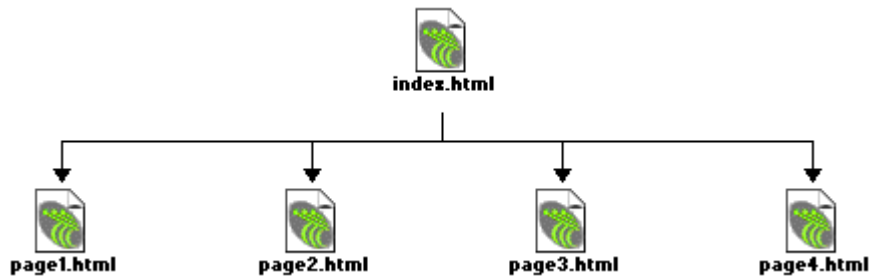


The layout of a web page can be dramatically enhanced using tables, not only in the placement of images on a page but also the manner in which text can be displayed. Tables are commonly used to present Links in a grid format. It allows the user easy access to a variety of linked web pages without having to scroll up and down a long list of hypertext links.

The next section deals with how to add links to your web page. Click **File > Save** to save your work.

## Inserting a Link

A common mistake made when creating web pages is to insert a link to a page that does not yet exist. It is important that you have a definite plan as to how pages within the site will be linked. A helpful guide is a flowchart where you can visualise how the individual pages are linked. We will use this simple flowchart as our guide.

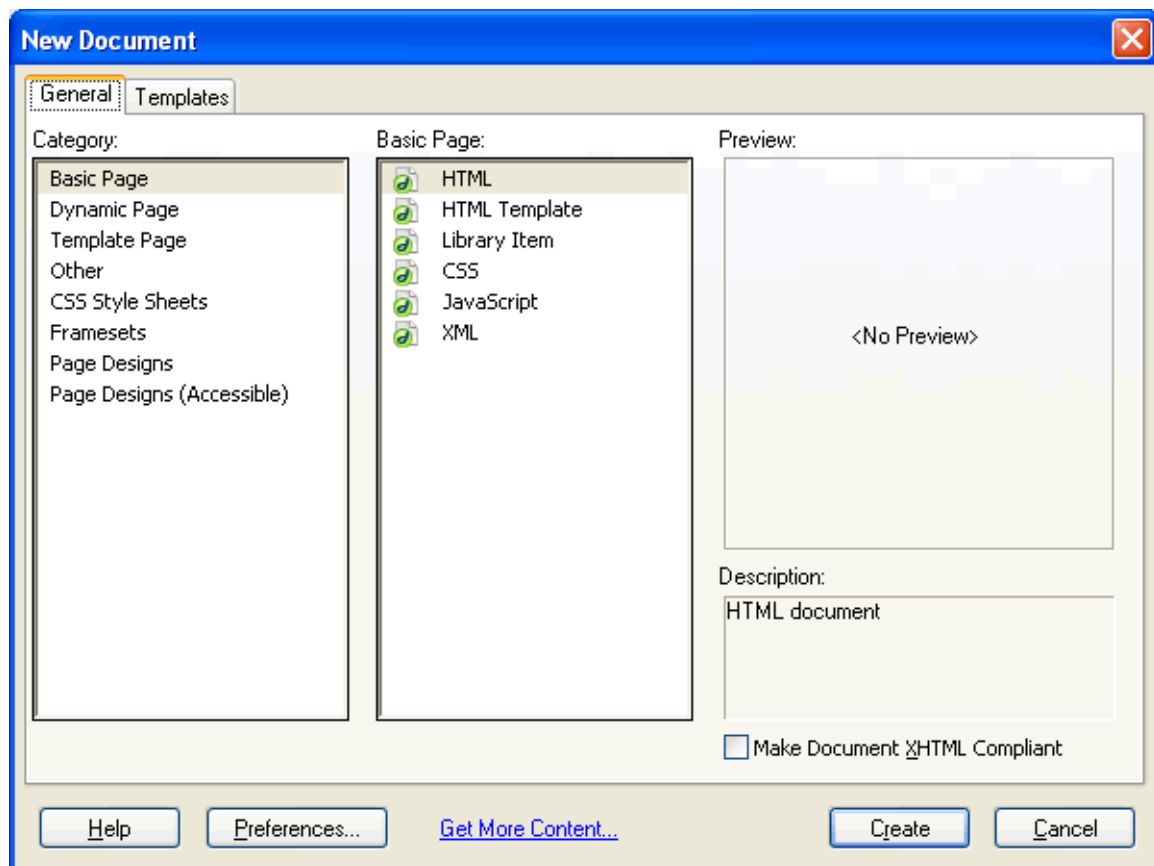


Here we have a link from **index.html** to each of the subsequent pages and a reciprocal link back. The second level pages will not have links to each other. Initially the insertion of links can be a little confusing so we will keep the linking structure as simple as possible to begin with. As you become more familiar with the software and the concept of linking pages you can then add the extra links.

As yet we have only created one web page. We will now create four more. We will then link to those pages from the first page we created.

## Creating a New Page

Click on **File>New**.

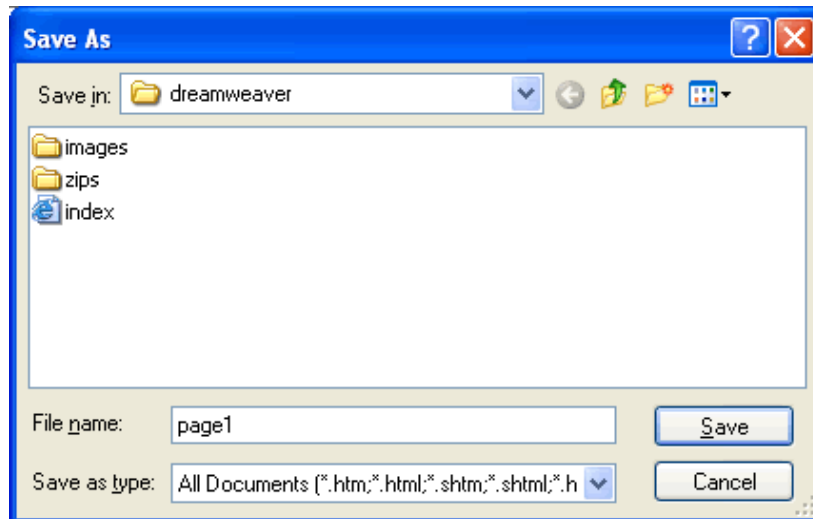




Dreamweaver MX allows the creation of a variety of web page types. We are creating a site using basic html documents.

Select **Basic Page** from the **Category:** list and **HTML** from the **Basic Page:** list

Give the new page a title, *Dreamweaver Tutorial - Page 1* for example and then click **OK**. Save the new page using **page1** as the filename. Ensure the filename used is not the same as that of the images. While it is not possible to have two files of the same type both have the same name, there is nothing to stop you calling an image file and html file the same name. However, filenames of the same name can cause confusion when linking pages if you are not familiar with different file icons.

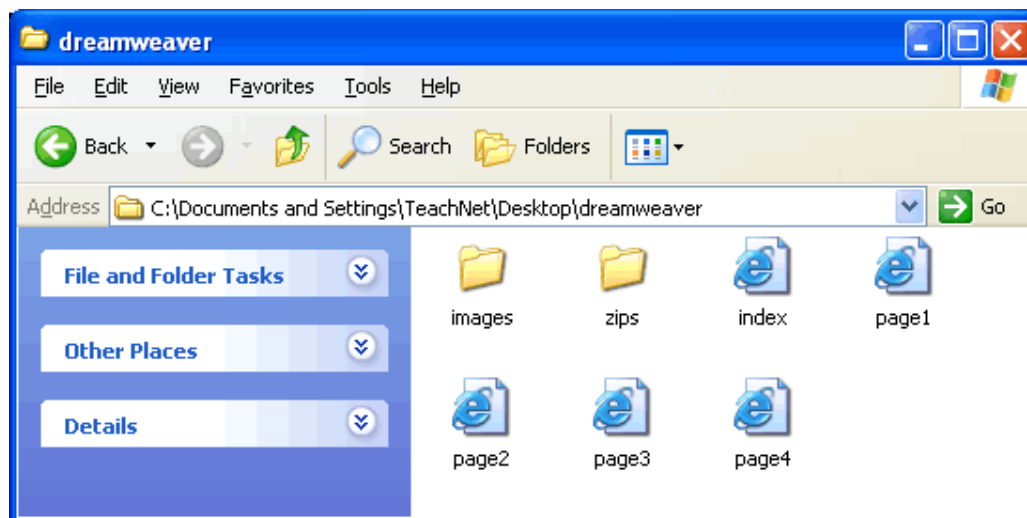


Remember to save the file in the **dreamweaver** folder.

Create the three remaining pages using the following titles and file names:

Web Page Title	Web Page Filename (the .htm extension is added automatically)
<i>Dreamweaver Tutorial - Page2</i>	page2
<i>Dreamweaver Tutorial - Page3</i>	page3
<i>Dreamweaver Tutorial - Page4</i>	page4

The **dreamweaver** folder should now contain the following html documents (web pages).



You will notice that as new pages are added to you site, existing open pages remain open and can be accessed using the tabs at the bottom of the workspace.





## Text Links

Hypertext links allow web users *jump* from one section of a page to another, to another page that form the web site, to a page on another web site or to another computer application such as an e-mail programme, sound player or movie player. There must be something on the page, which the user will point to and click to activate the link. To begin with we will use text hyperlinks.

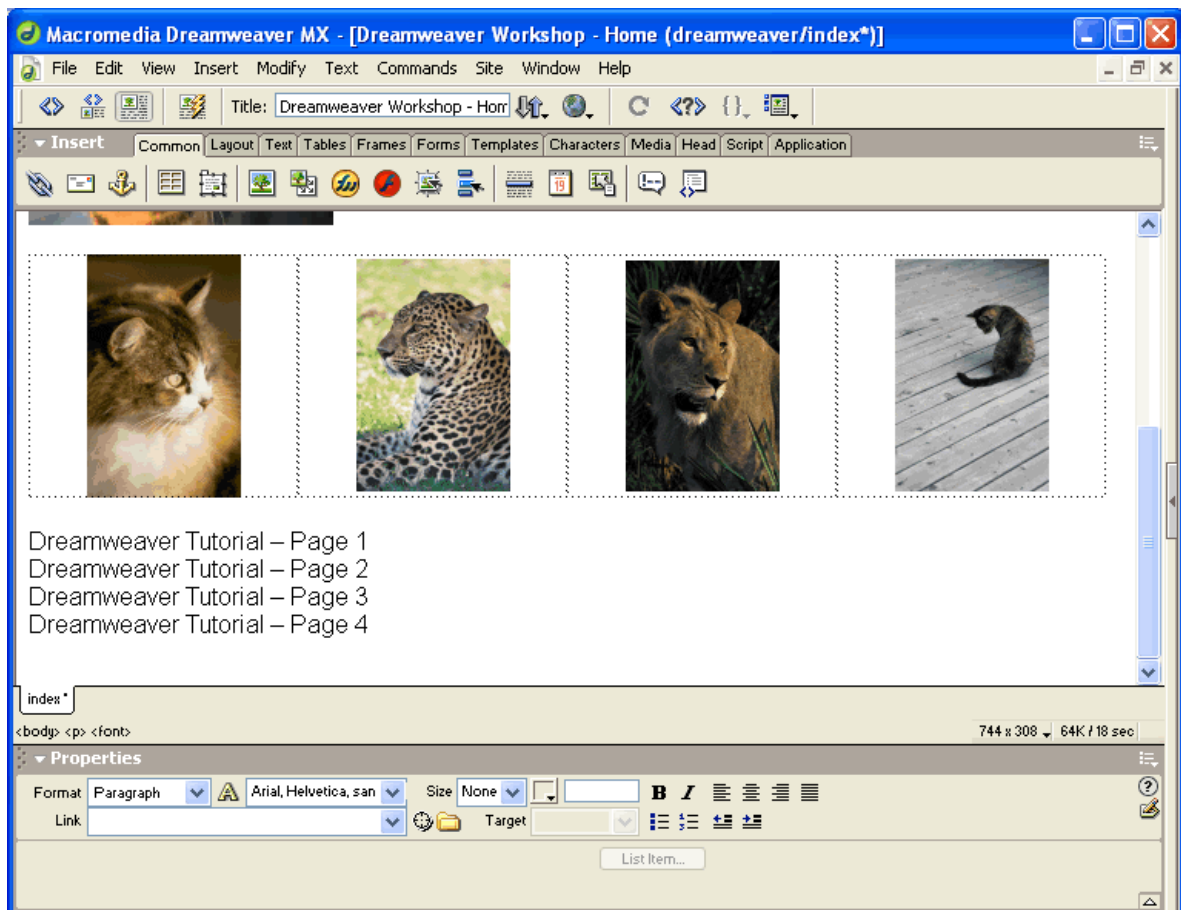
Close any of the newly created Dreamweaver documents that may be open and leaving the **index.htm** open so we can add the links.

According to our **flowchart** we will be linking to **four** pages from the **index.htm** page. We will first arrange the links as a simple list.

On the open Dreamweaver document type the following four lines, pressing **Shift+Enter** at the end of each line.

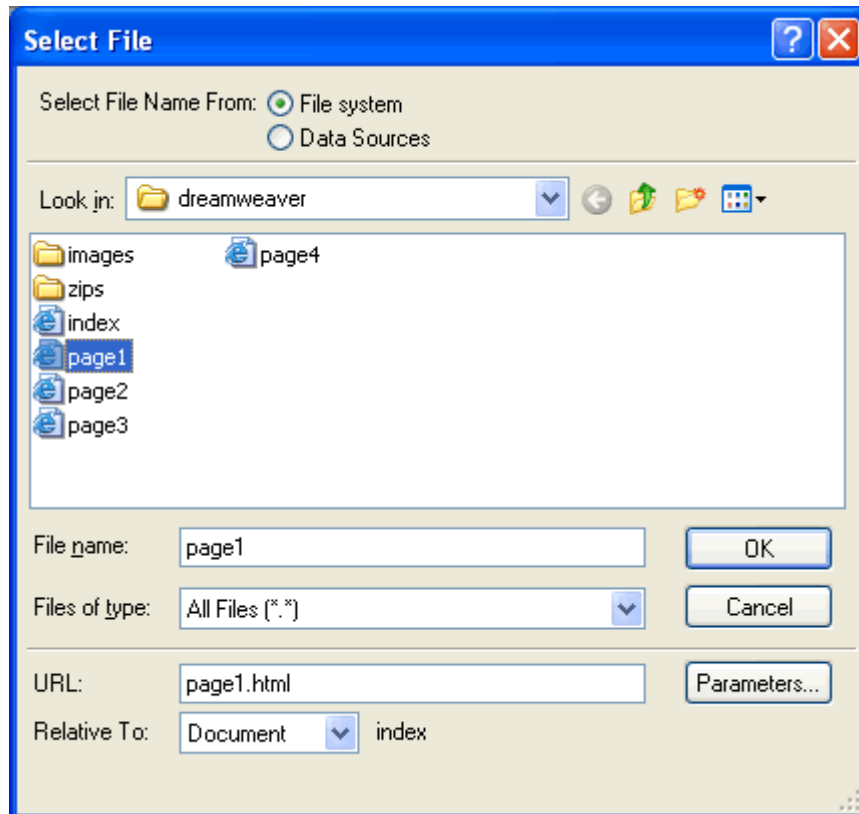
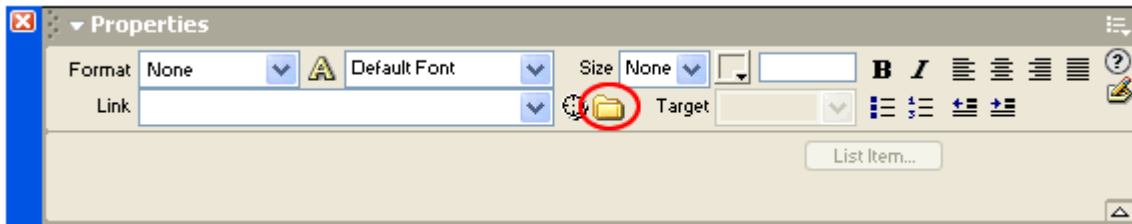
Dreamweaver Tutorial - Page 1  
 Dreamweaver Tutorial - Page 2  
 Dreamweaver Tutorial - Page 3  
 Dreamweaver Tutorial - Page 4

Remember using **Shift+Enter** forces each new line to begin directly under the previous one. Using **Enter** alone will insert a blank line between each line of text.



Highlight the first entry on the list, **Dreamweaver Tutorial - Page 1**.

Drag the **Properties** palette to a prominent position. Click on the folder icon to the right of the link text box.

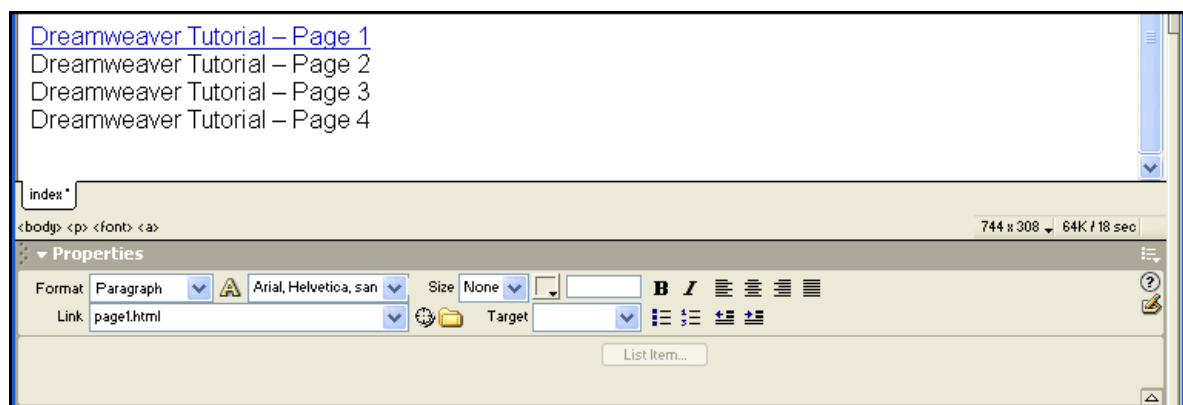


The **dreamweaver** folder should open by default as we set it as our root folder when defining the site. If not, use the **Look in:** drop down menu to find the folder.

Click on the file **page1** and click the **OK** button.

On the Properties palette the **Link** text box should now display the following *page1.html*

Click on the document to remove the highlighting from the text and you will see that the phrase **Dreamweaver Tutorial - Page 1** has changed in colour and is now underlined.



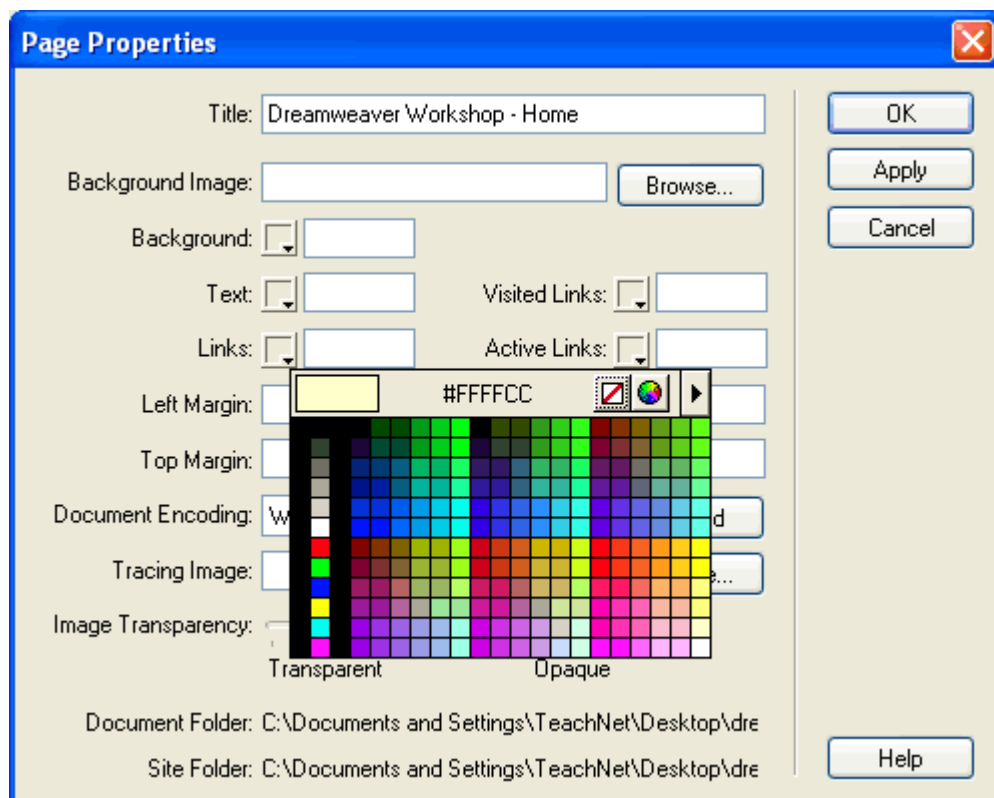
## Link Colours

The default format for unvisited text links is a blue, underlined word or phrase. Links are referred to as being in one of the following three *states* each having a default colour.

Links (unvisited)	blue
Visited	purple
Active	red

These colours may differ on your computer due to a variety of factors such as customised browser settings where a user has made changes to how the browser displays web pages to suit his/her needs.

To change the default colours for the links, click on **Modify>Page Properties**.



The Page Properties dialogue box appears. Click on the colour picker, a small square with an inverted triangle in the bottom right corner. A colour palette pops up and the pointer changes to an eyedropper when moved over the colours. Click on a colour to select it. If you select a colour and then wish to return to the default, simple delete the colour code that appears in the text box beside the Links colour picker.

Changes made to the Links colours using the Page Properties dialogue box apply only to that page. Be consistent and apply changes to all your pages ensuring that links appear the same across the whole site.

***In this example we will retain the default settings.***

Create the remaining links in the same way.

- Highlight the text to be linked to the file.
- Click on the folder icon to the right of the link text box on the Properties Palette.
- Click on the relevant file and click the **Select** button.

When finished adding the links preview your web page.

Click on a link. It should bring you to a blank page with the relevant title on the window title bar. The title will not appear anywhere on the page only in the Title Bar at the top of the browser window.

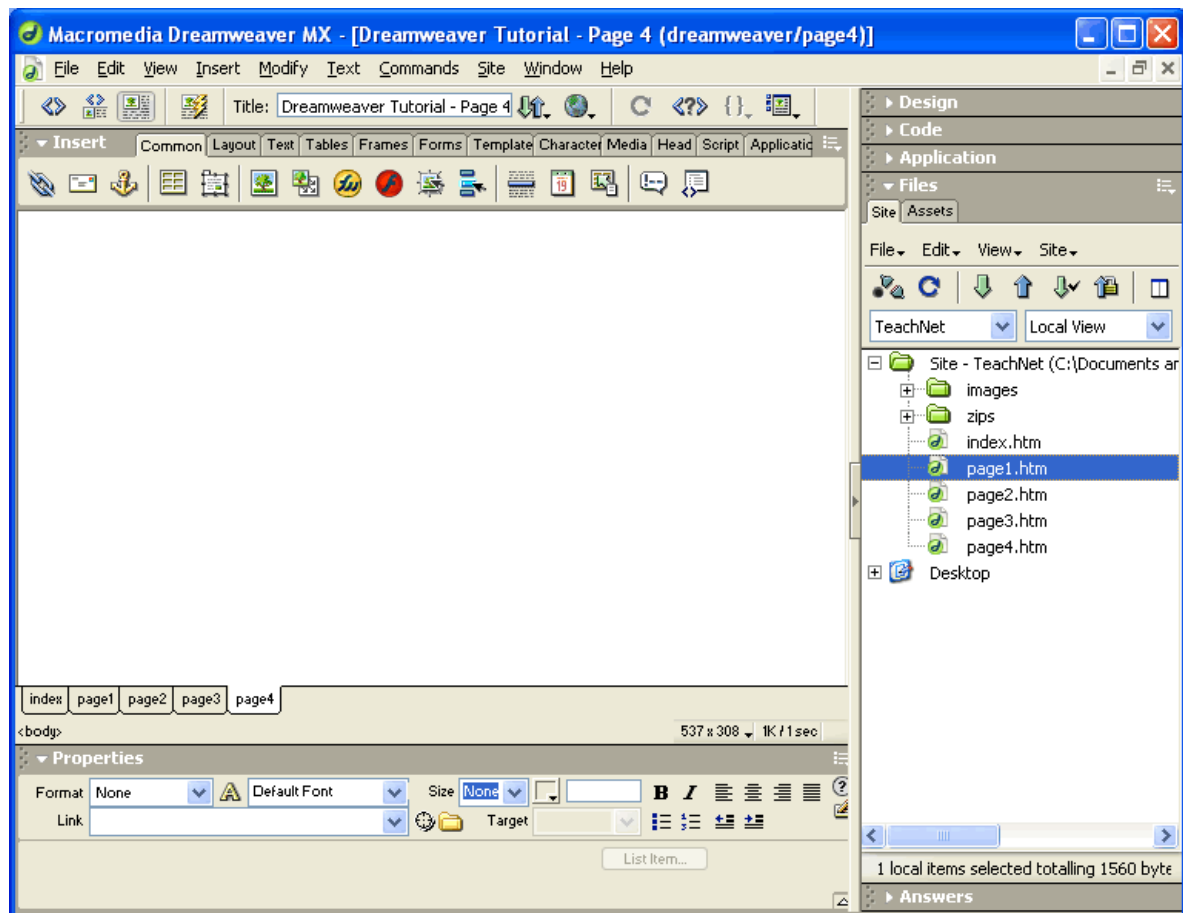
It is generally accepted that because hypertext links are underlined by default, plain text on a web page should not be underlined. You will notice that the text formatting buttons on the **Properties** palettes do not include an underline button. To highlight a piece of standard text use either the Bold or Italics options instead.

Underlined text on a web page that was not written as a link will confuse the user, they may think that the link is broken and will feel that perhaps they are missing an important part of your site as a result.

## Image Links

Images can also act as an anchor for a hypertext link. We will add an image to each of the four pages, which will link back to the first page.

Click on the *page1* tab at the bottom of the workspace. If the page has been closed, simply double click on the *page1.htm* file icon on the right in the **Files > Site** panel.



Add a heading (H2) to the blank page and insert the image *bigcat1.jpg* stored in the **images** subfolder within the **dreamweaver** folder.

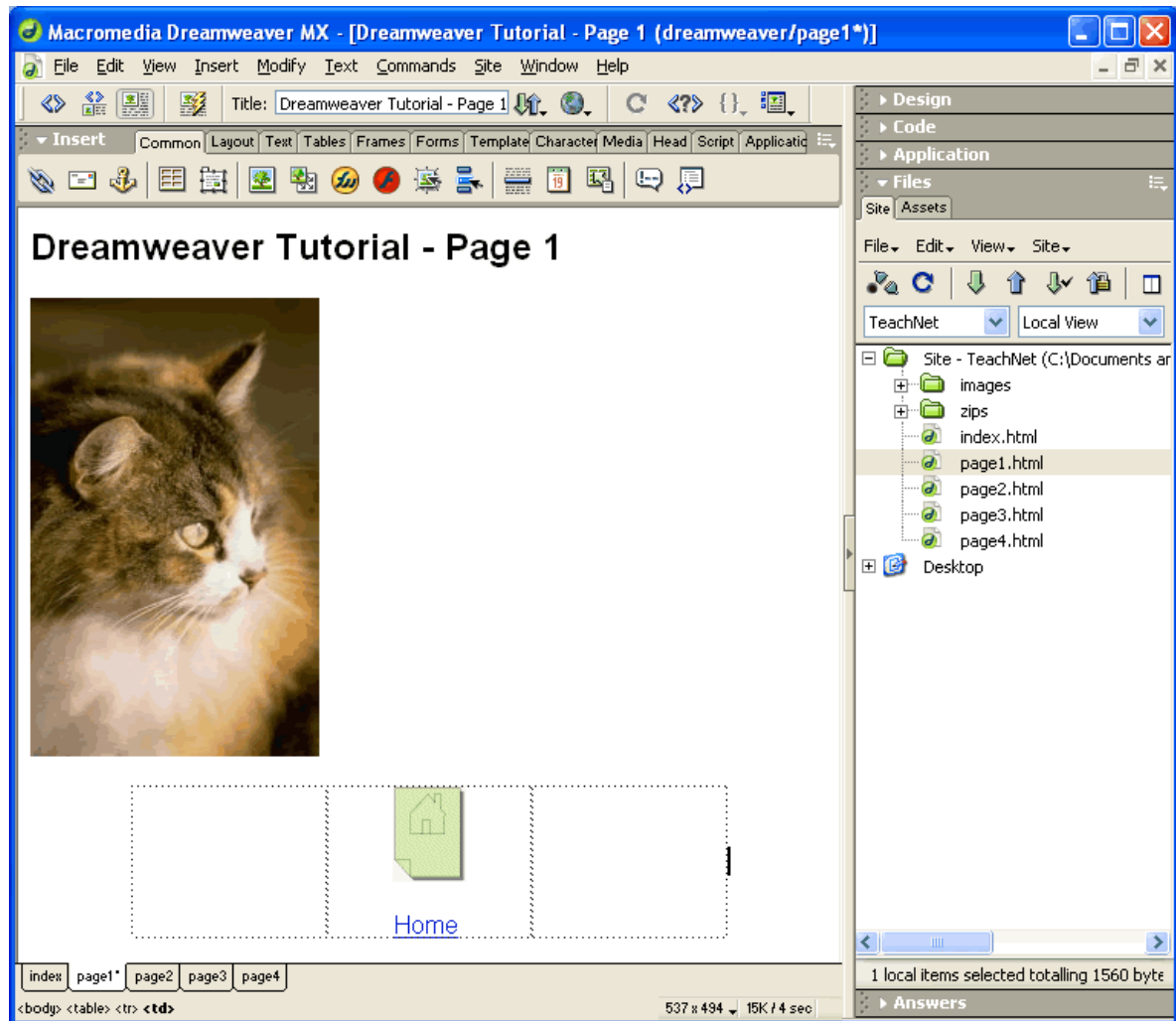
- Click on the Insert Image button on the Objects palette.
- Select the file *bigcat1.gif* from the **images** folder.
- Add the Alt text *Large image of the cat* using the Properties palette.

After inserting the image, press Enter and insert a table.

- Click on the Insert Table button on the Objects palette.
- Insert a table of **1 Row** and **3 Columns** with a width of **75%**. ( 0 border, 0 cell padding, 0 cell spacing)
- Using the Properties palette, give the cells the following widths, **33% - 34% - 33% (total 100%)**

Click inside the middle cell and insert the image **linkhome.gif**, add the Alt text "image of house for link to homepage", centre the image using the alignment buttons on the Properties palette. When centred click inside the cell once again and the flashing insert bar should appear to the left of the image.

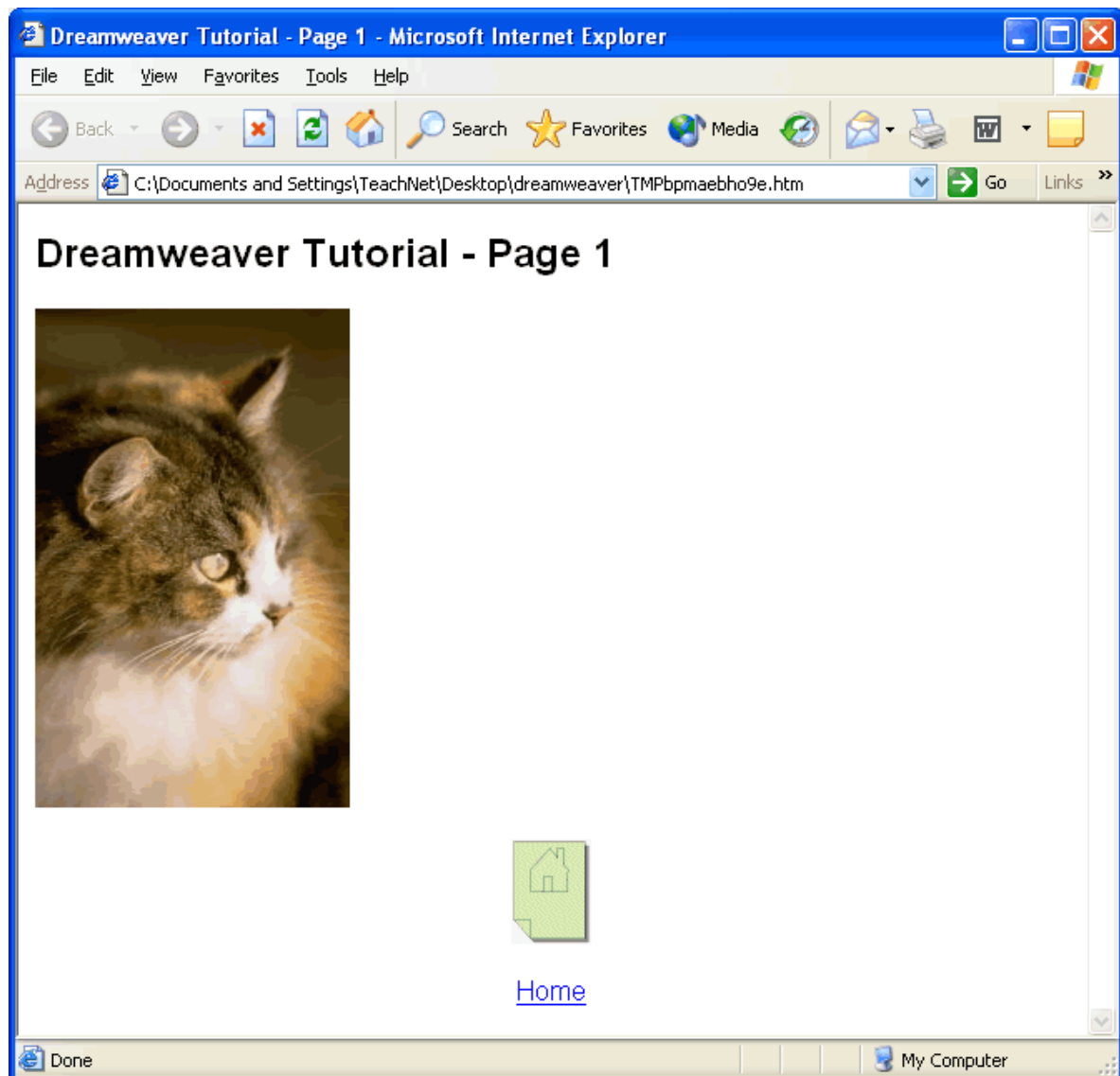
Press Enter once and type **Home**.



To add a link

- Click on the image *linkhome.gif*
- On the Properties palette click on the folder icon to the left of the **Link** text box.
- Click on the file *index.html* and click the Select button
- Highlight the word **Home**
- Using the Properties create a link to the first page as detailed above

Save your work and preview your page.



Click on the **Home** link to bring you to the first page.

If your font does not appear as it should, i.e. reverts to Times New Roman, highlight the text on the Dreamweaver document and select your font of choice from the **Format - Font** drop down box.

## Links within a Page

Linking one part of a page to another section of the same page is a commonly used method of quickly getting from the bottom of a long web page to the top without having to use the scroll bars.

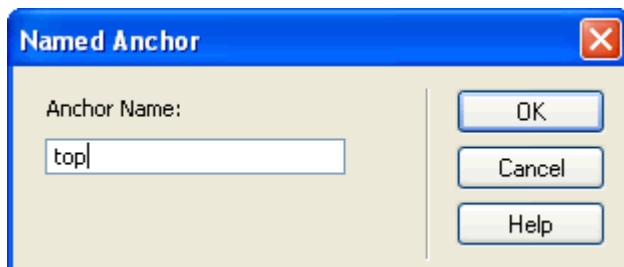
The links work in exactly the same way as linking to another page on the site using either text or an image as the link.

To link from the bottom of a page to the top:

- Type the following at the bottom of the **Dreamweaver Tutorial - Page 1** page -*Back to the Top*- and align it to the right using the text formatting buttons on the **Properties Box**.
- For the link to work there must be something, an anchor to which the link will point. To insert the anchor we need to change the **Insert > Common** toolbar. The position of the flashing insert bar determines where the anchor will appear. Scroll to the top of the page and click just to the left of the phrase **Dreamweaver Tutorial - Page 1**.

## Inserting the anchor.

Click on the anchor icon and type a name for the anchor in the dialogue box.

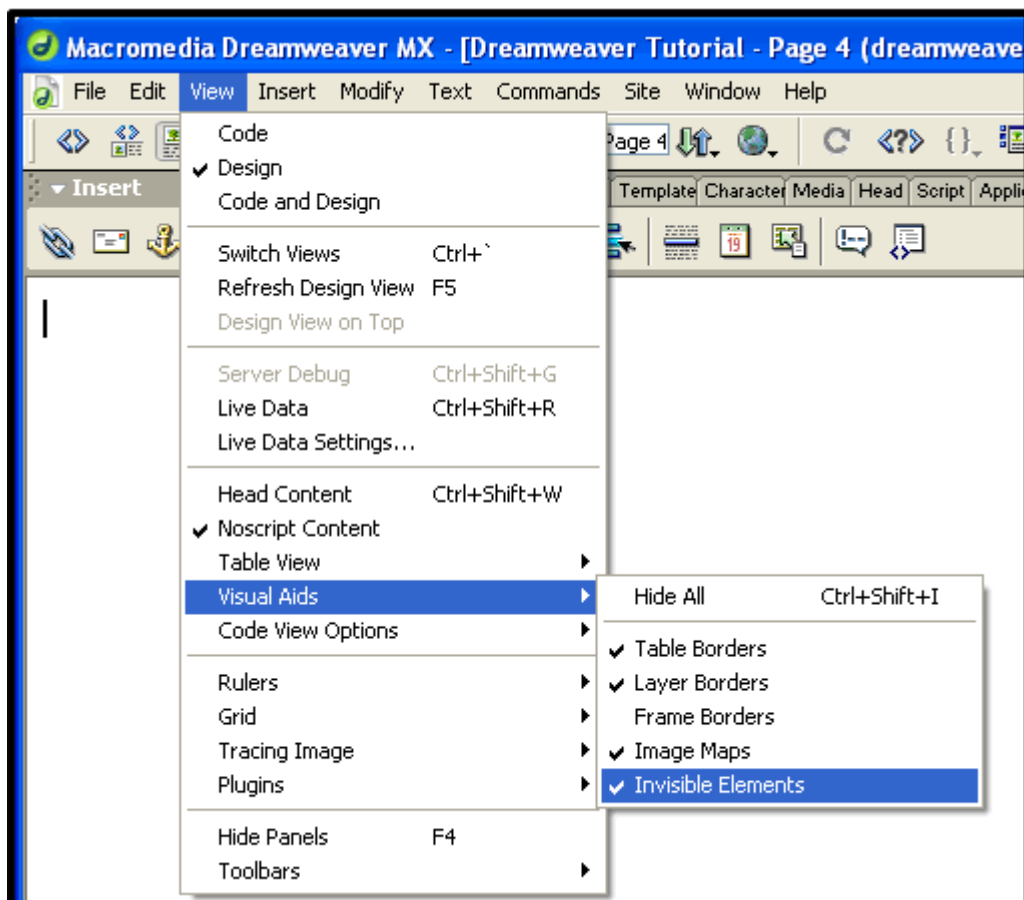


Keep the name a simple single lowercase word eg - top

Click OK to insert the anchor.

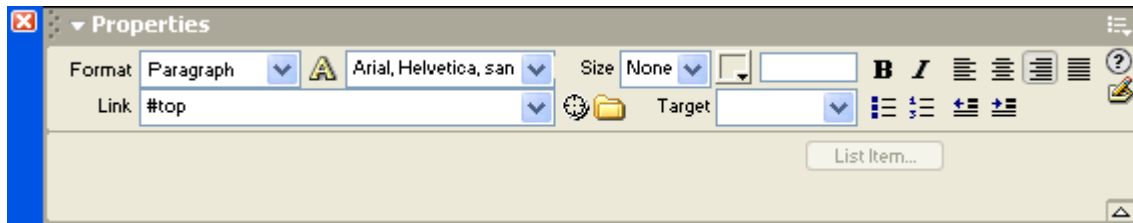
The anchor should then appear as a yellow symbol. 📌

The anchor may not be visible. To view hidden/invisible page elements click on **View > Visual Aids > Invisible Elements**.



The next step is to link the text at the bottom of the page to the anchor.

Highlight the text **Back to the Top** and type # followed by the anchor name into the **Link** box on the Properties dialogue box.



When linking to another part of the same page the link will be of the form **#anchorname**

Examples

Anchor Name	Link Name
top	#top
bottom	#bottom
image	#image

Save your work, preview the page in your browser.

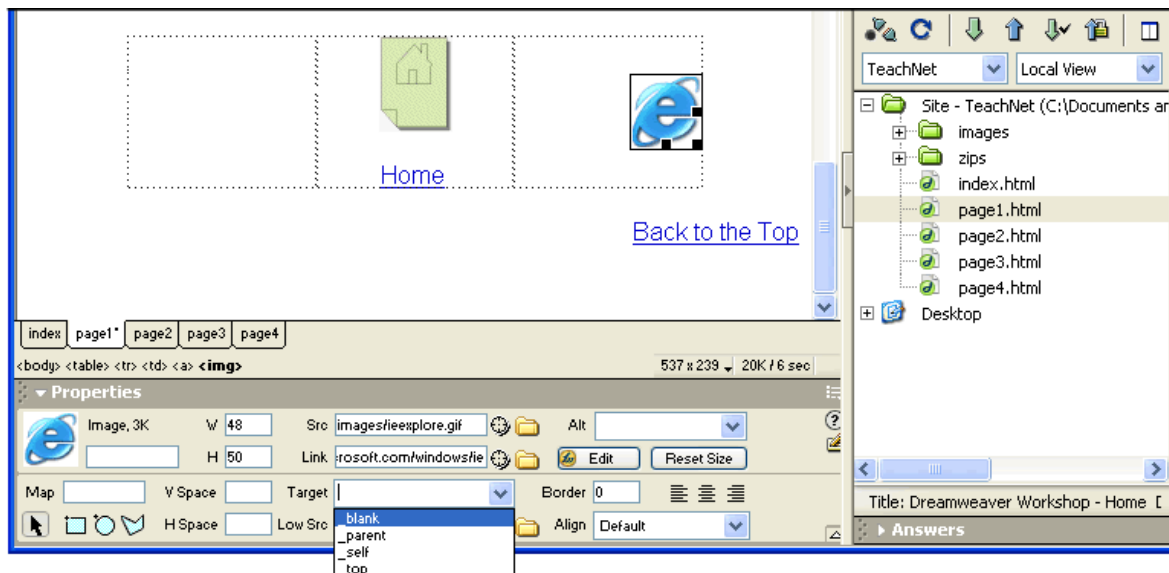
## Links to External Sites

Creating a link to an external site works in exactly the same way as internal links, but with a couple of extra details that need to be entered in the Properties palette.

The reason for the table with three cells now becomes apparent. To create a menu bar of links we use a table of 1 row with multiple columns. This menu bar will eventually have three links, but a menu bar can have any number of links across a page within reason.

- Click inside the last of the three cells and insert the Internet Explorer or Netscape Navigator image from the **images** folder, *ieexplore.gif* or *netsnav.gif*, align the image to the right and enter the Alt text for your logo.
- Click once on the image and make sure that it is highlighted (the three black squares/handles should be visible on the bottom and right edges of the image) **type** the following URL into the **Link** text box on the Properties palette.
  - <http://www.microsoft.com/windows/ie/>
- In the **Target** options box on the Properties palette select **\_blank**. This will force the new web page to open in a new browser window leaving your website in the existing window. This is common practice when linking to an external site.





If you are linking to the Homepage of an external website, there is no need to add the individual page address of **index.htm** as the web browser will insert this automatically.

If you want to link to a page on an external site that is not the homepage you must enter the full address, including the individual html page name.

e.g.: To link directly to the Support section of a website, the address is may be of the form  
<http://www.website.com/support.htm>

It is most important that the full and correct URL be inserted when add external links. While most new Internet browsers will accept URLs of the form **www.website.com** in the address bar, you must add the **http://** when inserting a hyperlink in a web page. A common reason for broken links is an incorrect form of a URL. These are case sensitive and are unforgiving of spaces or the insertion punctuation where there should not be any.

Make sure that you have the correct address by checking on-line that the address actually works. If you see a web address written in a magazine or book, it may not be correct, check it!

Save your work.

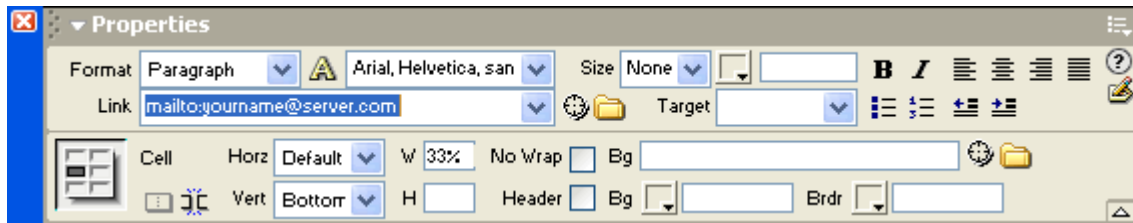
## Links to E-mail addresses

A link to an e-mail address takes a slightly different form to that of web pages.

A link that allows users e-mail questions or comments to you is an essential part of your web site. Such links can be from simple text or an image just as with links to web sites.

To add an email link:

- Click inside the first of the three cells on our table and using the Properties palette insert the image *emailimage.gif* and add the Alt text "Contact Us".
- Align the image to the left.
- Click to the right of the image and press Enter. Type the word **Contact Us**.
- Click on the image again to highlight it and in the **Link** text box on the Properties panel type the following
  - `mailto:yourname@server.com` (this is a fictitious address but it will work when you preview the document. Replace with your own address when creating your own web site)
  - **note, do not enter http:// - it is replaced by the mailto:**
- Highlight the word E-mail and follow the same steps.



Save your work and preview your page (F12)

Click on the E-mail link to launch your e-mail software.

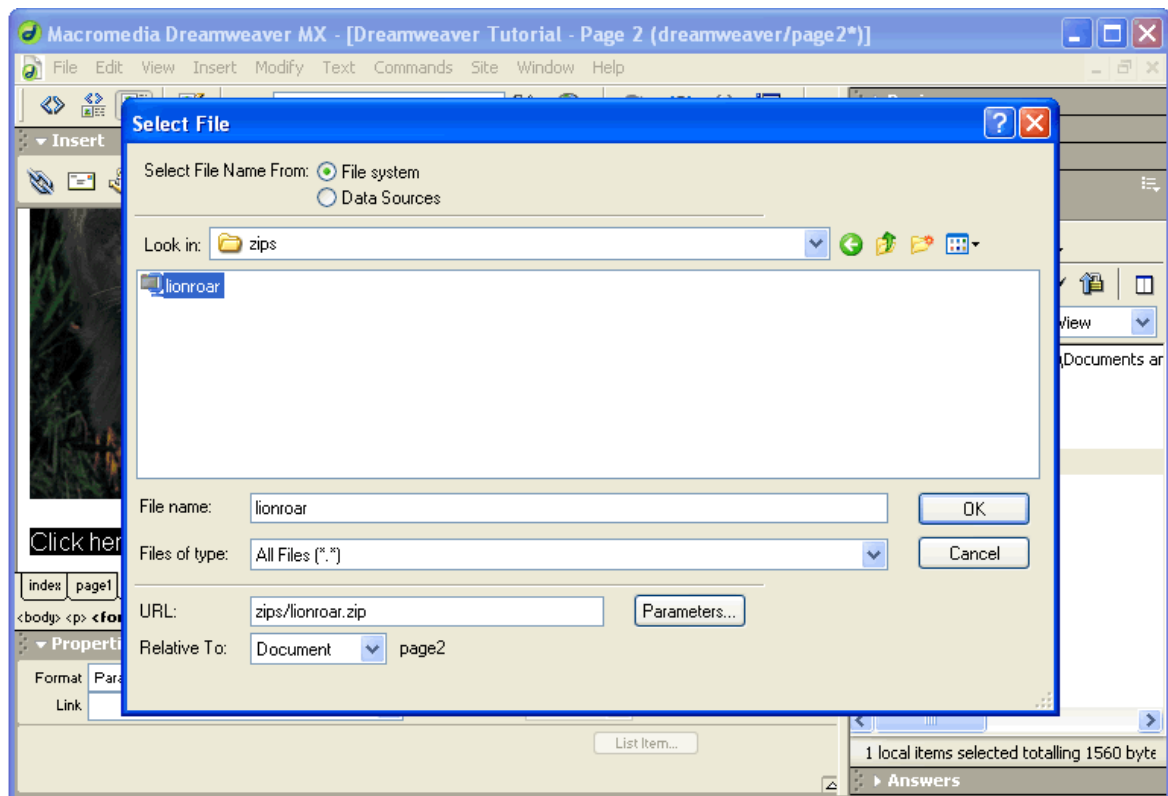
## Links to Zipped files

If you wish to allow users download resources that have been developed as part of your project, it is possible to create links which when clicked allow the user save a file to their computer. However, it is important that files be as small as possible to facilitate most Internet users who do not have the luxury of high speed Internet access.

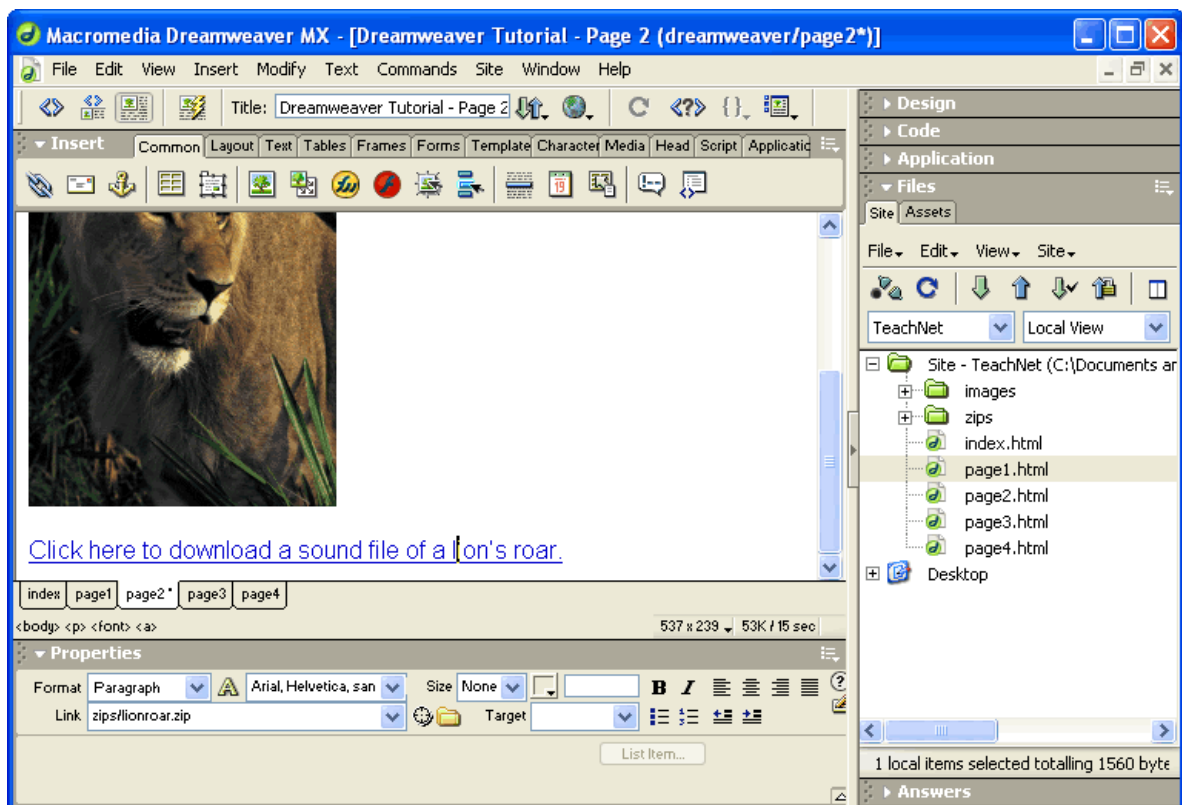
The standard form of presenting files for download is to compress them into what are called zipped files. There are a number of File Compression software packages available the most popular being WinZip. This and other compression utilities are available on the Internet. Most are Shareware, this means you may download them freely and evaluate them for a fixed period. At the end of the evaluation period you should either buy the software or uninstall it from your machine. ZipCentral is freeware and is available at <http://zipcentral.iscool.net/>

Open *page2.htm* in **Dreamweaver MX**.

- Give the page a heading (H2) " Dreamweaver Tutorial - Page 2"
- Insert the image *bigcat2.jpg*
- Click to the right of the image and press Enter, type, "Click here to download a sound file of a lion's roar."
- Highlight the line of text and click the folder icon to the right of the **Link** text box on the Properties panel.
- Open the zips folder and select the zip file *lionroar.zip* then click the Select button



- The Properties palette should now display the filename *lionroar.zip* in the Link text box.



Save your work and press F12 to view your web page.

Besides reasons of size files should be zipped so as to avoid corruption of the files in either the initial upload process to your web server or in the download process to the individual user's computer.